

# LAUREL MIDDLE SCHOOL

725 Washington Ave.

Laurel, Montana 59044

(406) 628-3900

[www.laurel.k12.mt.us](http://www.laurel.k12.mt.us)

**LOCOMOTIVE  
STRONG**



**BE A LEARNER**

**BE ON TASK**

**BE CARING**

**BE ORIGINAL**

**BE SAFE**

**Laurel Middle School's committed to academic success, safe community, positive climate, and strong character.**

**2025-2026**

# **Student Handbook**

Revised June 2025

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## GENERAL INFORMATION

### WELCOME

The student body, faculty, staff and administrators welcome you to Laurel Middle School and are looking forward to working with your family, as a team, to support the academic and behavioral growth of your student. The handbook is designed with you in mind, so that you will have a better understanding of the rules and regulations that govern the school. **THIS HANDBOOK IS NOT MEANT TO BE ALL INCLUSIVE. ADMINISTRATIVE RULES, SCHOOL BOARD POLICY, STATE LAW, AND CLASSROOM RULES ALSO APPLY.**

Please read the handbook carefully. If you have any questions, please don't hesitate to stop by the school office. The school office is open from 8:00-4:00 every day school is in session, and you are encouraged to come in and discuss any problems that you may encounter at school. Student assignments, important announcements, and upcoming events are available online at [www.laurel.k12.mt.us](http://www.laurel.k12.mt.us).

### LPS MISSION STATEMENT

**The Laurel School District is dedicated to the individual development of each student every day, without exception.**

### LMS MISSION STATEMENT

**Laurel Middle School's commitment to academic success, safe community, positive climate, and strong character.**

#### **Goal**

The Laurel School District's goal is to carry out the mission by providing an academically enriching school experience, promoting social, physical and technological skills, and implementing the seven Correlates of the Effective Schools Model at all levels of decision making.

- Learning for All
- Safe and Orderly Environment
- Academic Time on Task
- Positive Home and School Relations
- Frequent Monitoring of Student Progress
- Strong Instructional Leadership
- High Expectations for Students, Staff and Community

The seven Correlates of Effective Schools fits into the three district level goal areas of implementation of the Common Core, Academic Achievement, and Safe and Orderly Environment.

### PLEDGE OF ALLEGIANCE

Montana law requires that the pledge of allegiance be recited in all public schools in the state. The pledge must be conducted at the beginning of the first class of each school day in kindergarten through sixth grade and at the beginning of each week in grades 7 through 12. Building principals will determine the best method to accomplish this requirement.

Any student or teacher who for any reason objects to participating in the pledge exercise must be excused from participation. A student or teacher who declines to participate in the pledge may engage in any alternative form of conduct so long as that conduct does not materially or substantially disrupt the work or discipline of the school.

Further, if a student or teacher declines to participate in the recitation of the pledge pursuant to this section, a school district may not for evaluation purposes include any reference to the student's or teacher's not participating.

## STAFF

### Certified Staff

<b>6<sup>th</sup> Grade</b>	Elizabeth Jorgenson, ELA Tricia Anderson, ELA Tyler Foss, Math Sally Waters, Soc.Studies Carmen Ihde, Science
<b>7<sup>th</sup> Grade</b>	Melissa Cole , ELA Shy Iverson, ELA Catherine VanRooyen, Math Michael Vergeront, Soc. Studies Tanner Lemm, Science
<b>8<sup>th</sup> Grade</b>	Jennifer Wipplinger, ELA Erin Havens, ELA Stephanie Torgerson, Math Regan Schmeltzer, Soc.Studies Jayme Bennington, Science
<b>Special Education</b>	Zach Cooper Kim Kreiter Natalie Rosebrock
<b>P.E.</b>	Patrick Hansen, Jr. Brett McKee Jen Meccage
<b>Intervention /Gifted and Talented</b>	Aleesa Olsen
<b>CTA</b>	Liz Schwartz, Spanish/Yearbook Melissa Kerns, FACS Matthew Mickelson, Woodshop Kristi Molm, Comp. Science Brandi Suazo, Art Elizabeth Weis, Choir Rhonda Burghardt, Choir Elliot Cross, Band Val Nauman, Library
<b>Counselors</b>	Lora LoDuca Kristen Linn

### Classified Staff

Jodi Schreiner	Secretary
Erin Bequette	Nurse
Farrah Burt	SNA- Aide
Micah Moss	SNA- Aide
Cheyenne Hilde	SpEd Aide
Lisa Osborne	SpEd Aide
Peggy Hendrix	SpEd Aide
Diane Kessler	SpEd Aide
Joshua Kostelecky	SpEd Aide
Nigel O'louglin	Custodian
Gayle Wisecup	Custodian
Justin Anderson	Custodian
Amanda Nelson	Custodian
Vickie Anderson	Kitchen
Bonnie Remmick	Kitchen
Deanna Board	Kitchen
Jennifer Dennis	Kitchen
Darci Leggit	Kitchen

### Administration

Matt Torix	Superintendent
Justin Klebe	Principal
Allyson Robertus	Assistant Principal

### Board Of Trustees

Chris Lorash, Chair
Rene Roth, Vice Chair
Donnie McVee
Kelly Anderson
Brittani Hunter
Jennifer Jones
Kayla Gray



# Laurel Public Schools

DISTRICT 7 & 7-70

## 2025-2026

www.laurel.k12.mt.us  
(406) 628-3360

## CALENDAR

<b>July</b> S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>August</b> S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>September</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October</b> S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>November</b> S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>December</b> S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>January</b> S M T W T F S I 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February</b> S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
<b>March</b> S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>April</b> S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>May</b> S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June</b> S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

### No School Dates






Aug. 25 - Aug 28	PIR Days (prior to school start)
Aug 29, Sept. 1	No School/Labor Day
September 29	Staff Professional Development Day
October 16-17	Teacher Convention—PIR Day
November 26-28	PIR/Thanksgiving Break
Dec. 22- Jan. 2	Winter Break
February 27	Day Off
April 3-6	Spring Break
May 11	Staff Professional Development Day
May 25	Memorial Day
May 29	Day Off
June 4-5	2026-27 Kindergarten Evaluation

### Quarters

November 6	End of 1st Quarter
January 23	End of 2nd Quarter
March 30	End of 3rd Quarter
June 4	End of 4th Quarter

September 2  First Day of School

June 4  Last Day of School

 PIR Days	 Half Day
 Holiday/No School Days	 End of quarter/Semester
 Parent/Teacher Conference	



**SCHOOL CALENDAR**

August 14		Fall <b>Golf</b> Practices Start
August 15		Fall Practices Start
August 21		~ <b>LHS Student Check-In</b> (Seniors and Juniors 10:00am-1:00pm) ~ <b>New LMS Students</b> (6th –8th) Orientation/Scheduling (10:00am-11:30am)
August 22		~ <b>LHS Student Check-In</b> (Sophomores and Freshmen 10:00am-1:00pm) ~ <b>LMS Schedule Pick Up</b> (6th: 8:30-10:30am, 7th: 10:30am-12:30pm, 8th: 1:30pm-3:00pm)
August 25-28		PIR Days for Teachers
August 27		K-12 Open House Night: All Schools (4:00pm—6:00pm)
August 28		~ <b>Freshman Orientation/Link Day @ LHS</b> (8:00am—12:00pm)
August 29 -September 1		<b>NO SCHOOL</b> - Labor Day
September 2		<b>FIRST DAY OF SCHOOL</b> for students; Full Day for High School (8:15am-3:35pm)
September 29	NO SCHOOL	<b>NO SCHOOL</b> - Staff Professional Development Day
October 16-17	NO SCHOOL	<b>NO SCHOOL</b> - PIR Days/Teacher Convention
November 6		End of First Quarter
November 13		Parent/Guardian Teacher Conferences (K-5: 4:00pm-7:00pm)
November 20	<b>K-12 NOON RELEASE</b>	Parent/Guardian Teacher Conferences (K-12: 1:00pm-7:00pm)
November 26	NO SCHOOL	<b>NO SCHOOL</b> - PIR Day
November 27-28	NO SCHOOL	<b>NO SCHOOL</b> - Thanksgiving Break
Dec. 22-Jan. 2	NO SCHOOL	<b>NO SCHOOL</b> - Winter Break
January 23		End of 2nd Quarter / 1st Semester
February 27	NO SCHOOL	<b>NO SCHOOL</b>
March 30		End of 3rd Quarter
April 3-6	NO SCHOOL	<b>NO SCHOOL</b> - Spring Break
April 16		MS/HS Parent Teacher/Guardian Conferences (Grades 6-12: 4:00pm-7:00pm)
May 11	NO SCHOOL	<b>NO SCHOOL</b> - Staff Professional Development Day
May 25	NO SCHOOL	<b>NO SCHOOL</b> - Memorial Day
May 29	NO SCHOOL	<b>NO SCHOOL</b>
May 31		Laurel High School Graduation (1:00pm)
June 3		8th Grade Completion Ceremony (1:30pm)
June 4		<b>Last Day of School</b> / Full Day
June 4-5	NO SCHOOL for Kindergarten	<b>NO SCHOOL</b> - 26-27 Kindergarten Evaluation
June 5	NO SCHOOL	<b>NO SCHOOL</b> - PIR Day

**Wednesday Early Dismissal Time**

Each month, afternoons of early dismissal will be dedicated to :

- Providing professional development opportunities relevant to each building,
- Allowing additional time for technology creation/integration,
- Horizontal and vertical teacher meetings to discuss curriculum and instruction,
- Staff meetings to discuss school climate/ issues

## 2025-2026 BELL SCHEDULES

### 6th - 8th Grade



<b>Monday, Tuesday, Thursday, Friday</b>	
<b>8:10-9:04</b>	Period 1
<b>9:07-9:59</b>	Period 2
<b>10:02-10:54</b>	Period 3
<b>10:57-11:49</b>	Period 4
<b>11:52-12:37</b>	(First Lunch) 6th and 7th Grade Lunch 11:52-12:15 Recess/ICU 12:15-12:37
<b>11:52-12:37</b>	(Second Lunch) 7th - 8th Grade Lunch 12:15-12:37 Recess/ICU 11:52-12:15
<b>12:40-1:32</b>	Period 5
<b>1:35-2:27</b>	Period 6
<b>2:30-3:24</b>	Period 7
<b>Release</b>	3:24

<b>Wednesday Bell Schedule</b>	
<b>8:10-8:56</b>	Period 1

<b>8:59-9:43</b>	Period 2
<b>9:46-10:30</b>	Period 3
<b>10:33-11:18</b>	Period 4
<b>11:21-12:06</b>	(First Lunch) 6-7th Grade Lunch 11:21-11:43 Recess/ICU 11:43-12:06
<b>11:21-12:06</b>	(Second Lunch) 7-8thth Grade Lunch 11:43-12:06 Recess/ICU 11:21-11:43
<b>12:09-12:54</b>	Period 5
<b>12:57-1:41</b>	Period 6
<b>1:44-2:30</b>	Period 7
<b>Release</b>	2:30

## SCHOOL BOARD MEMBERS

Chris Lorash, Chair  
Rene Roth, Vice Chair

christopher\_lorash@laurel.k12.mt.us  
rene\_roth@laurel.k12.mt.us

Donnie McVee  
Kelly Anderson  
Jennifer Jones  
Brittani Hunter  
Kayla Gray

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jennifer\_jones@laurel.k12.mt.us  
brittani\_hunterh@laurel.k12.mt.us  
kayla\_gray@laurel.k12.mt.us

## VISITORS

In accordance with District Policy #4320, students are entrusted to the schools for educational purposes. Although educational purposes encompass a broad range of experiences, school officials must not assume license to allow unapproved contact with students by persons not employed by the District for educational purposes. Teachers may arrange for guest speakers on appropriate topics relative to the curriculum. Principals may approve school assemblies on specific educational topics of interest and relevance to the school program. The District normally does not permit other types of contact by non-school personnel.

Unless authorized by the building administrator or otherwise required by District policy or state and federal law, the District will not allow access to the schools by outside individuals, entities, businesses, service providers, or organizations desiring to use the captive audience in a school for information, sales material, special interest purposes or delivery of services to students or groups of students that are unrelated to District operations.

Parents and guardians desiring to visit the school prior to enrollment may do so with approval from administration. Such visitation must be prearranged. Parents and guardians desiring to attend classes during the school day may be allowed to do so with prior notice and approval from administration.

Parents, guardians, and other visitors (approved by parents/guardians) wishing to eat lunch with children may check them out through the front office and take them off-campus to eat during the lunch period.

## CONTROLLED CAMPUS

1. All students, except those that have a complete Off Campus Permission Form on file in the office from parents, will remain on the school grounds from the time they arrive at school in the morning until they are dismissed at the end of the school day. Bus students will remain on the school grounds until they board the bus.
2. Students must have permission from the office before leaving the campus any time before school is dismissed.
3. After school is dismissed until the buses arrive, students may remain on school grounds only if they are riding the bus, have an athletic practice that starts right after school or are working with an adult. Students not riding buses need to leave school grounds after the dismissal bell.

## CLOSING OF SCHOOL

In case it should be necessary to close school due to bad weather, failure of the heating system or some similar case, information will be posted on the District and LMS Facebook pages and information will be sent home via the Infinite Campus Messenger system.

## MIDDLE SCHOOL CLUBS Policy 3550

The Board recognizes that student clubs are helpful resources for schools and supports their formation. The middle school administration is delegated to approve or deny club applications. Student clubs must complete an application process. All Clubs are student driven and staff serves as a supervisor only. Parent permission slip is required before a student can attend any club meetings.

## FAMILY NIGHT

Family Night will be observed in the district on Wednesday every week. :

- No scheduled activities after 6:00 p.m.
- Homework or tests cannot be assigned on Wednesday due on Thursday.
- Homework or tests can be assigned earlier in the week due on Thursday.

## RELEASE OF STUDENT DIRECTORY INFORMATION

Information considered as student directory information may be released without written consent. The following information will be released to the proper agencies as the need arises: student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and most recent previous school attended by the student. If individuals do not want this information released, they must request that the school remove the student from the directory listing.

## MISSING CHILD PHOTO REPOSITORY

The repository is authorized by Montana Code Annotated (20-7-1317, MCA) and requires the Montana Office of Public Instruction (OPI) to create and maintain an electronic directory photograph repository of all Montana students for the exclusive purpose of locating missing school-age children. The repository provides immediate and 24/7 year-round access to a child's school directory photograph to law enforcement should a child be reported missing. Annually, districts must provide parents and guardians notice of the repository and a form to opt -in their student(s).

### **Who will have access to my child's photograph in the photo repository?**

Your child's photograph will only be used by law enforcement for the express purpose of locating your child should he/she be reported to law enforcement as missing. No other use by OPI or law enforcement is permitted. Access by OPI staff will be strictly limited and controlled to staff or contractors creating and maintaining the repository.

### **How do I remove my child's photograph from the photograph repository?**

A parent can opt-out at any time. Contact your school/district to request your child's photograph be removed.

### **How long will my child's photograph be in the repository?**

Photos will be updated annually; if the photo is not updated and the parent doesn't opt-out, the photos will be purged from the repository after two years.

Please visit <https://doimt.gov/missing-persons/> to find more information about missing school-age children.

## EQUAL EDUCATIONAL OPPORTUNITY, NONDISCRIMINATION, AND SEX EQUITY

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status. No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Title IX is a federal civil rights law passed as part of the Education Amendments of 1972 in the United States, which states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” This law applies to all public education institutions.

Laurel Public Schools takes violations of Title IX very seriously and will investigate all complaints immediately. If you feel your student has been the victim of a Title IX violation, whereas the harassment or discrimination is sexual in nature, you are urged to immediately reach out to your school principal or the Title IX Coordinator.

When a school receives a complaint that could be a potential violation of Title IX, it is required to act promptly and effectively to investigate and resolve the complaint. The school’s actions must be in compliance with Title IX regulations and guidance from the U.S. Department of Education’s Office for Civil Rights (OCR) and District Policy 3225. Here are the steps our district takes upon receiving such a complaint:

1. **Immediate Action:** The school takes immediate action to ensure that the parties are safe. This might involve temporary measures such as changing class schedules or providing extra support. The school will notify the Title IX Coordinator.
2. **Formal Investigation:** The Title IX Coordinator will initiate a formal investigation into the complaint. This investigation will be fair, impartial, and provide both parties an opportunity to present their side of the story and any evidence they have. If the Title IX Coordinator deems that it does not rise to the level of Title IX, the matter will be forwarded to the principal of the school for a Code of Conduct violation.
3. **Resolution Process:** Based on the investigation, the Title IX Decision Maker will determine whether a Title IX violation occurred. The determination will be based on a preponderance of the evidence (whether it is more likely than not that a violation occurred).
4. **Taking Action:** If a Title IX violation has occurred, the district will take appropriate action to stop the discrimination, prevent its recurrence, and remedy its effects. This may include disciplinary actions against the respondent, providing support services to the parties, and implementing school-wide training or policy changes, if necessary.
5. **Right to Appeal:** Both parties will be informed of the outcome of the investigation and will have the right to appeal the decision if the conditions of appeal are met as outlined in District Policy 3225.

## **Title IX Coordinator**

Peggy Pollock

[peggy\\_pollock@laurel.k12.mt.us](mailto:peggy_pollock@laurel.k12.mt.us)

406-628-3360, ext. 3352

*Visit our district website for more information. Click on 'Title IX' on the quick links menu.* Inquiries regarding discrimination on the basis of disability or requests for accommodation should be directed to the District Section 504 Coordinator. The Board designates the following individual to serve as the District's Section 504 Coordinator:

Title: Christina Petersen, Student Services Coordinator

Office address: 410 Colorado Ave, Laurel, MT

Email: [christina\\_petersen@laurel.k12.mt.us](mailto:christina_petersen@laurel.k12.mt.us)

Phone number: 406-628-3360 ext. 3311

Any individual may file a complaint alleging violation of this policy, Policy 3200-Student Rights and Responsibilities, Policy 3225/3225P-Sexual Harassment, or Policy 3226-Bullying/Harassment/Intimidation/Hazing by following those policies or Policy 1700-Uniform Complaint Procedure.

The District, in compliance with federal regulations, will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. This annual notification will include the name and location of the coordinator and will be included in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The District will consider such behavior as constituting discrimination on the basis of disability, in violation of state and federal law.

## **TELEPHONE CALLS**

In case of an emergency or if necessary for school business, students may request the use of a telephone in any classroom or the school office. Parents or guardians are asked not to call students at school except in case of an emergency. School staff will take messages to be delivered to students but will not put calls through to classrooms.

## **MOVING OR WITHDRAWING FROM ENROLLMENT IN THIS SCHOOL**

Please promptly report in writing any change of address and/or telephone number to the school office. Please provide the front office with your full name, new address, and one form of proof of address, such as a utility bill or lease agreement. You will then receive a withdrawal form which you will take to be signed by the librarian, the counselor, and each of your teachers. Upon completion of staff signatures, you will then return the withdrawal form to the front office. Any fines you may owe or refunds due to you should be settled at this time, and you will be checked out.

## SENSITIVE TOPICS

Policy #2335 states: Health, family life, and sex education, including information about parts of the body, reproduction, and related topics, will be included in the instructional program as appropriate to grade level and course of study (lines 7-9). In accordance with Board policy, parents may ask to review materials to be used and may request that their child be excluded from human sexuality education or instruction class sessions without prejudice. (lines 10-12). Please ensure that your contact information, especially your mailing address, is kept up to date at the school office.

Each year, there are topics presented in alignment with the curriculum that may be considered sensitive. The topics presented in Laurel Public Schools are as follows:

Grade Level	Topic	Curriculum Area	Instructors
K	Personal Safety	School Guidance Curriculum	School Counselor
1	Personal Safety	School Guidance Curriculum	School Counselor
2	Personal Safety	School Guidance Curriculum	School Counselor
3	Personal Safety	School Guidance Curriculum	School Counselor
	Hygiene	Health Enhancement Curriculum	School Nurse
4	Personal Safety	School Guidance Curriculum	School Counselor
	Hygiene	Health Enhancement Curriculum	School Nurse
5	Human Growth & Development	Health Enhancement Curriculum	School Nurse & PE/Health Teacher(s)
6	Human Growth & Development	Health Enhancement Curriculum	School Nurse & PE/Health Teacher(s)
7	Sexual/Asexual Reproduction (no direct instruction on human sexuality)	7th grade Science Curriculum: Genetics & Heredity	7th grade Science Teacher
8	No direct instruction on sensitive topics.		
9	HIV/AIDS	Health Enhancement Curriculum	PE/Health Teacher(s)
	Teen Health Risks (STIs)	Health Enhancement Curriculum	PE/Health Teacher(s)
10	Teen Relationships	Health Enhancement Curriculum	PE/Health Teacher(s)
	Sexual/Asexual Reproduction (no direct instruction on human sexuality)	Biology Curriculum: Science of Biology, Cell Reproduction, Genetics	Science Teacher(s)
11/12	Sexual/Asexual Reproduction (no direct instruction on human sexuality)	Biology 2 Curriculum: Evolution of Populations	Science Teacher(s)
	Animal Reproduction & Embryonic Development (no direct instruction on human sexuality)	Biology 2 Curriculum: Animal Systems	Science Teacher(s)
	Fertility Rates (no direct instruction on human sexuality)	Honors Environmental Science Curriculum: Populations	Science Teacher(s)



## ATTENDANCE

### ATTENDANCE POLICY

The State of Montana has made education compulsory for all children from the ages of 7 to 16 years of age. Therefore, absence from school without adequate reason is illegal and parents are in violation of the law. Attendance in all classes by students enrolled in Laurel Middle School is expected, and students are responsible for being in class on time, prepared to learn.

Any time you leave the building, you must:

1. **Have permission from your parent or guardian before you leave** – Students must be signed out through the office and will only be released to an authorized parent or guardian. Students will not be released to persons not listed on their contacts OR to minor siblings with prior written permission, email or phone call from a parent or guardian.
2. Check out with the secretaries in the office. **Failure to check out properly through the office will be considered an absence and/or truancy.**

### ATTENDANCE PHILOSOPHY

Since attendance in school is paramount to realizing the utmost of one's education, the school district will utilize every effort to keep students in school. The intent of the 10-day rule is to stress to students and parents the importance of class attendance and to provide for greater student accountability, not to punish students who have legitimate absences approved beforehand. This attendance criterion is based on the theory that prompt and regular attendance in school is the beginning of dependability in adult, business, personal, and social life. Furthermore, regular attendance is important because valuable skills and information gained in the classroom, may or may not show up on tests, or be reflected in an academic grade.

The process of education includes a combination of instruction, classroom participation, learning experiences, and study in order to achieve the maximum educational benefits for each individual student. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. Having established the importance of regular attendance as a base for a good education, we must consider the rights and responsibilities of students, parents/guardians, and teachers in regard to this attendance philosophy.

Students have a right to be involved in a meaningful program when in attendance at school. They will be expected to make up work when absent. At the same time, students have the responsibility to comply with school attendance rules and to make a reasonable effort to progress in the school program.

Parents/guardians are to keep the school informed of their child's absence. They also have the right to keep the student out of school for illness or other valid reasons. Parents/guardians are expected to comply with state and local school laws regarding school attendance. Parents/guardians will be kept informed of their child's absence.

**Parents/guardians are urged to arrange physicals, picture appointments, doctor and dental appointments, etc. on Wednesdays (late afternoon due to Early Outs), on weekends, during the summer, or during school holidays in order to minimize the loss of school time.**

Teachers have a right to expect regular attendance from their students. Teachers shall assist students with makeup work.

### **ATTENDANCE: 10 DAY RULE**

1. A student will be allowed ten (10) absences per class, per semester.

An absence is any time the student is not physically present in class.

Students who are absent will be required to make up work missed and to receive grades for time absent. The responsibility of contacting the instructors, getting assignments, doing the work, and submitting it to the instructor rests with the student.

If a student is to be absent, the parent/guardian must call the school at any time to leave a message, or send a note to notify the school of the absence. The phone number is 628-3900. If the parent/guardian does not call, the District personnel will make every effort to call the home when an absence has occurred.

2. The following are the ONLY absences that WILL NOT be used in calculating the attendance record:
  - A. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, music related events, academic field trips, and others deemed co-curricular.
  - B. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Parent/guardians must notify the school. Any extended bereavement may be reviewed by the administration.
  - C. Subpoenas to appear in court or court-ordered, out-of-district placements for special services; and
  - D. Long-term illness and/or hospitalization verified by a doctor's statement. Medical/dental appointments also need to be verified by a doctor's statement. Doctor's notes must be provided in a timely fashion within two days of the return of an absence that exceeds the attendance policy.
3. Absences that will be counted in the ten (10) day limit include such things as: Suspension in and out of school, illness, family trips, vacations, visiting friends or relatives, skiing, hunting, attending concerts, shopping, or any others not covered in section 2.
4. After five (5) absences from school/class, a letter will be sent to the student's home, indicating the school policy and a notice for the student and parent/guardian to contact school officials. A meeting may be offered to discuss the severity of the situation as well as interventions and assistance will be offered.
5. After seven (7) absences from school/class, a letter will be sent to the student's home, indicating the school policy and a notice for the student and parent/guardian to contact school officials. A meeting may be offered to discuss the severity of the situation as well as interventions and assistance will be offered.

6. On the tenth (10) absence, the proper legal authorities will be notified. A letter will be sent to the student's home, indicating the school policy and a notice for the student and parent/guardian to contact school officials. The School Resource Officer may deliver the ten day letter to the student's home as well. A mandatory attendance meeting will be scheduled with parent and student to sign an attendance contract.

## TARDIES

Students are expected to be to class on time as late arrivals create a disruption to the learning environment. A student is tardy when he/she is not physically in the classroom at the time the bell rings. Tardies will be enforced on a quarterly basis. **If a student is tardy beyond 10 minutes, the tardy becomes an absence.** Excessive tardiness will be handled according to the grid in the discipline/consequence section of this handbook.

## ADVANCED ABSENTECE

Advance absentee forms may be provided, with parent/guardian notification, to students who know in advance that they will be absent from school. Advance absences include such things as family trips, bereavements, etc. The expectation is that the work will be completed once you return or as arranged by each individual teacher.

## ABSENCES

Students absent for appointments, illnesses, vacations, documented family emergencies, etc. are responsible to request, complete and turn in any missing homework or tests. Parents are responsible to contact the office to excuse any absences.

Students and parents are encouraged to contact teachers OR access assignments through Google Classroom when a student is absent. Students will have the same number of days to make up an assignment as they were absent. For example, a student that misses three consecutive school days will have three school days to make up their missed work. Students who have been absent will have the opportunity to utilize the ICU room, after-school homework room, and Saturday school.

Students absent for two or more weeks will have ten days to complete missed work.

Parents/guardians should call the office BEFORE 9:00 A.M. on the day they wish to pick an assignment list or paper assignments. The list or assignments will be available by 3:30 P.M. on the same day.

Students will be placed in ICU when they are absent for an assignment. This is a communication tool for parents and students for what it is missing.

## School Related Absences and Activity Participation:

Students that are absent during the day and/or part of the day of an activity or practice will not be permitted to participate in that event. Approval for participation will be granted if the absence in question results from an excused absence including but not limited to; scheduled medical/dental appointments, appointments that satisfies requirements of the law, attendance at school related activities, or absences resulting from a documented family emergency. Students will NOT be excused from detention time for a practice or school activity.

Students are students first. As per this policy, students on the ICU list will not be permitted to participate in school related activities. ICU assignments must be submitted the prior day before the activity.

## SUPERVISION OF STUDENTS

Supervision of students outside and in the cafeteria starts at 7:45 a.m. Only students eating breakfast may be in the cafeteria between 7:45 -8:00a.m. During this time no cell phones are allowed. Students that are finished eating will be asked to leave for recess.

At 8:05 a.m. all wing doors will be open. Students are required to remain outside on the playground until they enter the building wing doors.

Students that are needing extra support or meeting with a teacher prior to 8:05 a.m., must set the meeting time up prior to coming to the buildings. These students must secure a pass from the teacher.

Students that are attending homework room, must enter through the library doors starting at 7:45 a.m.

After school supervision is limited and students are asked to leave the school grounds immediately upon dismissal. Transportation students will meet in the commons area. Homework room is available upon dismissal until 4:30 p.m. daily. Students that need to meet with individual teachers, must make an appointment with that teacher and secure a pass.

## PICK UP AND DROP OFF PROCEDURES

- **WALKERS OR BIKE RIDERS:** All students that are walking home need to leave from the wing doors at their grade level hallways. Once students are outside, the expectation is that they leave the campus immediately.

- **STUDENTS BEING PICKED UP:** Students who are being picked up need to leave from the main office door or the north door. If a parent is not already legally parked on the west side of the school, then the student will go to the sidewalk of the main parking lot and remain there until their ride arrives. All students that are waiting for pick up need to be picked up from the sidewalk of the main parking lot. This alleviates the possibility of students running in front of cars and buses to reach their ride.

**Due to safety concerns, there is no drop off or pick up in the transportation loop or the Eastside parking lot.**

**All pickups will be on the Westside of the building along Washington Avenue or the main parking lot on the northside.**

- o *Student safety is a priority at LMS. Students being picked up need to wait for parents/guardians on the sidewalk of the main parking lot. Students that are being picked up should not be with transportation students in the commons area and will be asked to leave.*

*Students that are walking home, must use the school sidewalks, not cross the transportation loop, and are encouraged to use the crosswalk areas. Please encourage your student to limit their distractions, such as phone use, to support their safety.*

*During parent/guardian pick up, please be prompt, patient, and limit distractions to help with student safety.*

· **SCHOOL TRANSPORTATION of STUDENTS:** All school transportation students will sit in the commons area until their ride has arrived. Once student transportation arrives, students will be notified. All students must leave through the main office doors to their school transportation. Please refer to the transportation handbook for further transportation information.

## **GRADES**

### **REPORT CARD SCHEDULE**

Report cards will be issued within one week following the end of each grading period.

### **CONFERENCES**

Parent/Guardian/Teacher conferences are held in the Fall as well as in the Spring. These conference times are a great opportunity to work as a team with your student's teachers to support academic and behavioral growth. The back of the school calendar will have the conference schedule for LMS.

Conferences with your student's teacher outside of conference days are encouraged. To make arrangements for these conferences to be held outside of school hours or during prep time, please contact your student's teacher by calling the school office at 406-628-3900 or emailing the teacher.

### **INCOMPLETE GRADES**

Incomplete grades will be posted at the conclusion of the quarter for any students who are missing extra practice assignments and are on the ICU list. Incompletes will remain posted until all of the assigned extra practice is completed. Many opportunities for extra time and support will be offered.

### **GRADING SCALE**

The following grading scale will be used in all classes:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 65 – 69

F = Below 65

## **RECOGNITION**

### **STUDENT RECOGNITION**

Student recognition is a vital part of a student's educational journey. At LMS, we recognize students through various avenues such as Train Tickets, Front of the Lunch Line passes, classroom celebrations, as well as end of quarter assemblies.

## TRAIN TICKETS

Train tickets are given to students who make positive behavioral choices in keeping with our Montana Behavior Initiative or MBI code. At Laurel Middle School, we recognize students who follow the Conductor's Code: LOCOS are Learners, ThOughtful, RespeCtful, RespOnsible, and Safe! When a student makes a choice to exhibit one of these behaviors,

## HONOR ROLL

Students who have a 3.00 or higher average in all subjects in any nine-week period are listed on the Honor Roll. The average is computed using the following values:

- A = 4.00
- B = 3.00
- C = 2.00
- D = 1.00
- F = 0.00

## HONORS CLASSES CRITERIA

### **Admission Requirements for Math AP Classes:**

- The student must have a 3-year trend of benchmark screener at the 85th percentile or above.
- The student must have a 3-year trend of Level 4 performance on State testing in the content area of Math.
- The student must maintain a "B", or higher, in classes within this content area.
- The student must maintain regular attendance in the previous subject area, class with no more than 10 absences per semester.
- The classroom teacher will make placement recommendations each year, and it will be based on study habits, attendance, and assignment completion.

## ASSIGNMENTS & ICU

### EXTRA PRACTICE

An important thing to remember: IT IS EASIER TO KEEP UP THAN TO CATCH UP. A certain amount of studying is required daily in most classes. If students use their time well, many assignments can be completed during class instead of as extra practice (commonly referred to as homework). It is recommended that parents/guardians who wish to keep abreast of their student's study progress use the following plan:

1. The student writes all assignments for each day in his/her assignment planning book. Write down "no assignment" if there is no homework.
2. The student obtains each teacher's initials or stamp indicating that the assignment the student copied is correct.
3. Any assignments started or completed during school are taken home for the parents' or guardians' appraisal.
4. The student takes home all needed notes, textbooks, and materials to complete assignments.

5. The amount of responsibility placed on the student should be gradually increased.
6. Parents/Guardians can check students' grades and assignment progress using Infinite Campus. Contact the main office at 628-3900 to learn how.

The purpose for an extra practice policy is to support and promote the efforts of teaching and learning in the school and at home. In keeping with the Power of ICU, the policy is developed with the desire to:

1. Reinforce concepts taught and learned in the classroom.
2. Encourage extra practice as an extension of the classroom work.
3. Prepare students for upcoming material.

We believe that the academic success of students is dependent on the efforts of teachers, students, and parents/guardians. We ask parents/guardians to communicate with the student on a regular basis about homework. We also encourage parents/guardians to regularly communicate with the teachers to ensure their student is completing assigned work via teachers email or phone.

## STUDY AND ICU RESCUE ROOM

In the attempt to support students in completing all of their extra practice, there will be opportunities for your student to get the support necessary to be successful. Here are the times the Rescue Room will be available to support students.

- Lunch
- Early Outs 2:30-4:30
- After School 3:30-4:30
- Saturdays 8:00-12:00

Teachers will be giving out quality assignments for students to get the extra practice necessary for students to excel in the standard being taught. Students will be expected to hand in high quality work. If work is not done to the quality the teacher has outlined, then students can be put on ICU.

If their name is on the ICU list they will have to attend the lunch "Rescue Room" session.

Below is what to expect if an assignment is not completed or done to the quality the teacher has outlined.

- 1-2 Assignments: Email and text messages notifies parents. Students attend Lunch Rescue and to get extra time and support. Morning and Afterschool Rescue is applied if needed.
- 3-4 Assignments: Personal contact is made with parents to ensure contact information is accurate.
- 5+ Assignments: The student is scheduled for after school Rescue as well as early out Rescue, possible Saturday ICU.

The purpose of assigned work is to support and promote learning. Our goal is to have all students complete and turn in their assignments. We believe that the academic success of students is dependent on the efforts of teachers, students, and parents.

Students in need of academic support, as determined by the teacher or student, may be required to attend the ICU Rescue Room during lunch to make up work on time to be successful academically. Upon request or approval by the parent/guardian and school personnel, a student may be placed in the after school Rescue Room. Students are required to bring their materials, assignments, and a reading book to the after school Homework Room each day.



The Student grade should represent the students knowledge of the standard. The total grade will be reflected by the student's assessment. Only up to 20% of the total grade will be on assignments and quizzes. However, the student will be responsible for turning in 100% of all extra practice.

- Tests-
  - Students that received less than 70% on a test will be put on ICU and must retake the test. Students will be able to retake the test one time. It will be teacher discretion for a third attempt. Students that received 70% or higher may retake the test, but it will be based on teacher discretion. The student needs to make arrangements for the test to be taken within one week of the test being returned.
    - Before Retaking the test the student must complete at least two 15 minute study sessions that need to be signed by the teacher or parent/guardian.
    - Retaking the test should be done within one week of when the original test was given.
    - After the 2nd retake, the student still hasn't reached above the 70%, it will be teacher discretion for additional retakes. Students and teachers will have to make arrangements to make sure students are ready to take the test again.
- Assignments
  - Assignments are a formative assessment that both the teacher and the student use to acknowledge mastery of the standard before the summative assessment. All assignments need to be completed.
  - Points may be taken off for late assignments

## MUST PASS POLICY

At Laurel Middle School, it is the belief that all children can learn and be successful in school. Responsibility and accountability are life skills and that students can learn the importance of long range planning, organization, goal setting, and time management.

At Laurel Middle School, it is the belief that our students should be held accountable for meeting or exceeding the standards of learning established by the district. While we make modifications and accommodations as appropriate, each student must demonstrate his or her knowledge of the skills, content, and concepts in an appropriate high-quality manner. We have established the following expectations and criteria to facilitate students' continual progress in their academic knowledge, skills, and development. We pledge our time, energy, and resources to support students in meeting these goals.

In order for students to earn passing grades in their classes, they must complete the coursework assigned to them to a level of proficiency determined by the teacher. It is our belief that ALL students can learn and that ALL students have the capacity to do appropriate assignments in the learning process.

"ICU stands for Intensive Care Unit, just like the hospital. ICU is a communication tool, a shared, school-wide document that tracks missing student assignments. The document helps teachers and administrators communicate with each other as well as with the students and parents. Students learn quickly that if they have one missing assignment, their grade is sick and needs attention."

## **FAILURE IS NOT AN OPTION!**

Laurel Middle School is declaring war on student apathy!



## POWER OF ICU

The mission of ICU is to defeat student apathy through a culture where mastery, completion, and accountability are the standards for learning.

- ✓ Every student completes every assignment
- ✓ Mandatory extra time/help for all students
- ✓ Transformation of student grades to reflect learning

### Components:

- Immediate parent notification of missing assignments
- ICU List shared school wide
- Rescue= extra time before school, during lunch, after school, and during WIN time
- Lifeguard meeting each day to remind children of missing assignments

## POWER OF ICU FREQUENTLY ASKED QUESTIONS

### 1. **Why is it called Power of ICU?**

If children are not completing assignments, their learning, and possibly their grades, are in the ICU (Intensive Care Unit) and are in need of life support. The name itself, ICU, speaks to the fact that those of us who are involved and invested in each child's learning and academic success will be there to throw him/her a lifeline and provide the extra help and support that is needed.

### 2. **What is extra practice for learning?**

Instead of using the terminology of "homework", our staff is intentionally making the shift of calling assignments "extra practice for learning". While this may seem like word semantics, the meaning behind it is important. We are striving to assign high quality extra practice so that students learn the standards. We practice for sports, music, and anything else we want to be good at. It makes sense that we would practice for learning, too.

### 3. **How do the text and email notifications work?**

If your child has a missing or incomplete extra practice they are put on the ICU list and you will be notified by a text message and an email. Each missing or incomplete extra practice put on the list will send a separate text and email notification. The email notification will provide a more detailed description of the extra practice as well as a suggested intervention for your child to successfully complete the extra practice. When your child has completed and turned in a missing or incomplete practice that is on the list, you will receive an additional email notification letting you know that the assignment has been completed. This process is essential to the success of ICU and provides you with valuable, detailed, and up-to-date information regarding your child's academic progress. To ensure that you are receiving these notifications, please make sure that your contact information is up to date. If you wish to modify or change the email address and/or phone number that the ICU notifications are sent to, please contact us. We would be happy to make those changes.

### 4. **How does ICU affect my child's grades?**

ICU will most likely have a positive effect on your child's grades. Grades should reflect a child's progress toward learning the standards. In order to ensure that learning is reflected in grades, we are basing grades on extra practice and assessments. In the past, grades have included everything from responsibility to cooperation; now, we want to ensure that your child's grades communicate exactly what they know in relation to the standards. Additionally, time is a variable in learning. As we all know, children learn at different rates. Some children grasp concepts quickly and easily while others have to work harder to learn new material.

Instead of penalizing students who take longer to learn, we simply want to celebrate every child's efforts to learn the standards.

5. **How does ICU help your child learn?**

ICU has made a significant difference in making learning a priority at Laurel Middle School. ICU helps your child learn by holding him/her accountable to completing the extra practice for learning. It is a systematic approach that no longer makes learning optional. In the past, some students may have chosen to avoid opportunities to learn, passively accepting ongoing failure. Now, all students are held accountable to learn, and children are no longer slipping through the cracks.

6. **What if my child is on the ICU list?**

If your child is on the ICU list, we have a plan for helping him/her get the extra time and extra support needed. Generally speaking, we would provide more time during the school day, and make sure your child has any resources needed to complete the extra practice. Occasionally, students are missing several extra practices at one time; we have a plan for that too! The following plan can be flexibly implemented to ensure all students have an equal opportunity to learn.

7. **If I need more information about what my child is missing, how can I get it?**

The first step you can take is to check Infinite Campus. If you don't have a login, you can contact the office at 628-3900 or use your child's login information. If that doesn't provide the additional information you need, please contact your child's teacher via email or phone.

8. **Why does my child appear on the ICU list when he/she is absent from school? How many days are given to complete work due to absence?**

The ICU list is a form of notification. If your child is absent, the notification part of the ICU list helps you stay informed about what your child missed. Students have two days for each day of excused absence to complete missed work without penalty.

9. **Is ICU a punishment?**

ICU is not intended to be a punishment but instead a form of help for students. If students are struggling with learning, we want to ensure they have ample opportunity, in the form of extra time and extra support, to make certain they can achieve academic success. Because of this, students on the ICU list experience a reduction of school privileges to remind them of the importance of completing their extra practice. Most students who get on the ICU list are back off in the first 1-3 days. If your child is on the ICU list, it's ok! Most of us have experienced missing a deadline or being late for an appointment; our kids might do the same from time to time. You can think of it as an opportunity to dialogue with your child about school.

ICU does not start over at the end of the quarter or semester. Every student must turn in all assignments.

## **8th Grade Completion Ceremony Requirements**

The 8th Grade Completion Ceremony will be held every year on the day before the last day of school. The 8th graders will be closing their chapter in middle school and starting their next chapter in high school. The completion ceremony is a celebration to completing the 8th grade. In order to participate in the completion ceremony the 8th grade student must successfully complete the 8th grade. This means the student will have all work off of ICU, pass all core classes (Reading, Social Studies, Math and Science). They must have all work completed and off of ICU by the Friday before the completion ceremony. Communication on details about the ceremony will be provided by the front office.

## PROPERTY

### CELLULAR PHONES AND ELECTRONIC DEVICES

We recognize that there are applications of electronic devices that can embrace learning in the classroom. However, unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers, custodians, and supervisory aides.

Students may use electronic devices on campus before school begins and after school ends.

**Students will not be able to be on their phones in the commons area during breakfast from 7:45-8:00.** Electronic devices, including headphones, that were not school issued will only be allowed in the lockers from 8:05 a.m. till 3:20 p.m. (This includes, but not limited to smartwatches, Ipads, cell phones, etc). They should not be seen or heard and that includes being carried in clothing. They will not be allowed at lunch or any other free time.

Videos and pictures on school grounds, which includes but not limited to before and after school, are a violation of personal privacy and are prohibited without immediate staff authorization and supervision.

Emergencies/Drills: Personal technology devices are a safety issue during an emergency. Therefore, personal technology devices are not allowed during emergencies/drills and will be confiscated.

**At no time will any student operate a cell phone, iPod, or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. Students will receive an initial out-of-school suspension period up to ten (10) days and may be subject to a Title IX investigation.**

### CARE OF SCHOOL PROPERTY

Students will be responsible for the careful handling of books, athletic equipment, and other school property. Fines will be assessed at the end of each school year for damage done to books/property. Students are responsible for any school property that has been checked out under their name.

**Lockers and schedules will not be issued the following school year to students owing fines. No student will be allowed to participate in 8th grade completion ceremonies until all fines have been paid. Any unpaid fines will carry over to Laurel High School.**

### LOCKERS

Lockers will be assigned to all students at the beginning of the school year. Students using yellow lockers will be assigned a school lock that must be used and returned upon checking out at the end of the year. If a student is missing a lock, they will be charged for replacing the lost lock. **No switching of lockers is permitted.** Lockers will be maintained in a clean and neat manner at all times. Students are advised not to share their combination with other students. Lockers are the property of the school, and students are expected to maintain their lockers. Locks should not be rigged in any way by jamming them with objects such as pencils. Failure to properly maintain the locker may result in loss of the locker. The following policy shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession. Coats are expected to be stored in lockers during the school day.

Students will only be allowed to go to their lockers in the morning, before lunch, after lunch and after school. Students will be required to put all of their belongings in their lockers and not in classrooms

or hallways. Students will need to keep their backpacks, handbags, purses , cross body bags, and coats in their lockers. No bags will be allowed in the classrooms.

### **STUDENT PRIVACY, SEARCHES and SEIZURE- Policy 3231**

The right to privacy is a fundamental tenet of human liberty. Staff shall take particular care to respect students' privacy. At the same time, they must protect the health and safety of all students and promote the effective operation of the schools. The administration, the superintendent, or other such staff designated by the superintendent shall have the authority to conduct student searches. They shall do so only upon reasonable suspicion and the manner described by district policy.

#### **POLICY 3231 SEARCH and SEIZURE: Searches and Seizure**

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. Searches may be carried out to recover stolen property, to detect illegal substances or weapons, or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools.

The search of a student, by authorized school authorities, is reasonable if it is both: (1) justified at its inception, and (2) reasonably related in scope to the circumstances which justified the interference in the first place.

School authorities are authorized to utilize any reasonable means of conducting searches, including but not limited to the following:

1. A "pat down" of the exterior of the student's clothing;
2. A search of the student's clothing, including pockets;
3. A search of any container or object used by, belonging to, or otherwise in the possession or control of a student; and/or
4. Devices or tools identified in school district policy or the student handbook or deemed necessary by the Superintendent or designee.

The "pat down" or "search" of a student, if conducted, will be conducted by a school official or employee of the same gender as the student being searched.

#### **School Property and Equipment and Personal Effects of Students**

School authorities may inspect and search school property and equipment owned or controlled by the District (such as lockers, desks, and parking lots).

The Superintendent may request the assistance of law enforcement officials, including their use of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material.

### Students

School officials may search any individual student, his/her property, or District property under his/her control, when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the District or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, student vehicles parked on District property, cellular phones, or other electronic communication devices.

Students may not use, transport, carry, or possess illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the student's vehicle will be searched, and the student expressly consents to such a search.

Also, by parking in the school parking lots, the student consents to having his/her vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

### Seizure of Property

When a search produces evidence that a student has violated or is violating either a law or District policies or rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. As appropriate, such evidence may be transferred to law enforcement authorities.

## **LOCKER SEARCHES**

School lockers and desks are and shall remain the property of the school district. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to periodic check or search at any time by designated school officials under Policy 3231.

The superintendent may authorize the use of canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school owned property. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. In addition, a local law enforcement office will also be present during the search. An indication by the dog that contraband is present on school property shall be deemed suspicion for a further search by school officials. Canines shall not be used to search students.

## LOST AND FOUND ARTICLES

A lost and found department is located in the main hallway near the library. Students who find articles of value are asked to turn them in to the school office. Students who have lost an article may check periodically to see if it has been returned. An effort will be made to help locate the articles.

**Please mark all personal items with the student's first and last name.** Articles are also periodically donated to Community Hope.

## TEXTBOOKS

Textbooks are carefully selected by your teachers and other professional educators from among the finest available in the world today. They are paid for by your parents or guardians and other adults through tax funds with the hope that you may receive some of the best help possible in becoming a competent, successful citizen. These books deserve maximum use and reasonable care. After books are issued and their condition noted, they are your responsibility until you check them in at the end of the courses. A fine may be assessed for other than normal wear or for lack of proper care of books. If you willfully damage a book or if you lose a book, you will be charged its replacement value. Students are asked to keep book covers on all textbooks

## LIBRARY

The Laurel Middle School library is open from 7:30 a.m. to 4:30 p.m. each school day (7:30 a.m.- 4:00 p.m. on Wednesday) and is available for staff and student use during the lunch hour.

Libraries are state certified with specialist degrees and trained to provide students and staff with instruction on how to access material in both electronic and print formats. They deliver weekly instruction based on Montana Library Standards. The library's automated system provides users with quick access to the collection. This aspect empowers student learners by providing them with greater access to the library's many resources. Annual book fairs offer students, staff, and the community access to new literature in addition to providing the library with revenue.

## BICYCLES, SKATEBOARDS & SKATES

All bicycles must stay away from students on the grounds, traffic in the parking lot, and the bus loading stations. Walk your bike on and off the grounds to the bike racks. Bikes, skates, and skateboards are not allowed to be used on the grounds or in the buildings at any time. Skates and skateboards are to be removed or picked up upon entering the school property. If a student repeatedly disregards the rules for bicycles, skateboards, or skates, he/she may be required to leave those items at home for the remainder of the year.

## HEALTH SERVICES

If a student has health-related problems and would like to discuss with the school nurse, the nurse welcomes the opportunity to be of service. The student may make an appointment directly with the nurse at the front office or through the counselor. The nurse's office is located next to the Middle School office. The services of our school nurse are available to students on a limited basis. The nurse is assigned to work with students in multiple buildings, and should not be expected to be available in the building for emergency first aid attention.

## ILLNESS AT SCHOOL

If a student becomes ill at school, the student should report to the nurse. If the nurse is not available, students are to report to the school office. Students must not leave the building because of illness without authorization. The school nurse informs teachers about students with health care needs and how to make accommodations in the classroom, if necessary.

## STUDENT SCREENINGS

Parents will be notified per Policy 3410 of all medical screenings and screenings will not be done without parental consent. The school nurse will do screening, re-screening, and referrals for grades 5-8 for vision. A hearing screening is conducted at your student's school. Pure tone screening is mandated for students in grades K, 1, and 10. Students in other grades will also be screened if they are new to the school, on the annual hearing re-check list, or referred by the school or parent/guardian. If your student is absent, unable to complete the pure tone screening, or does not pass the pure tone screening, they will be referred for a hearing re-screen.

## OVER THE COUNTER MEDICATION

Over the counter medications IN THEIR ORIGINAL CONTAINERS, INCLUDING LABELS, may be kept by **7th and 8th grade** students in their locker or backpack. It is the responsibility of the parent/guardian to ensure that their student understands the proper administration of over the counter medications prior to sending the medication to school with their student. School staff will not supervise the administration of over the counter medications **for 7th and 8th grade students**. Students must not provide medication to any other student. 5th and 6th grade students must keep All medications in the nurse's office and the Over-the-Counter Medication Consent form must be signed by a parent before the student will be allowed to take this medication at school.

## PRESCRIPTION MEDICATION

Prescription medication to be taken at school must be carried in the original, labeled container. The parent/guardian needs to submit a completed "Medication Consent Form", including the prescribing provider's signature, for all prescription medications prior to school personnel supervising the administration of the medication. It is the student's responsibility to come to the office to take their medication. Parents must come to the school to retrieve leftover prescription medication. It will not be sent home with the student.

**Opioid Antagonists:** Per state law, LMS maintains a stock supply of an opioid antagonist to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for an actual or perceived opioid overdose. In the event this opioid antagonist is used, emergency services will be called and parent/guardian will be contacted.

**Epinephrine Autoinjectors:** Per state law, LMS maintains a stock supply of auto-injectable epinephrine to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for actual or perceived anaphylaxis. This medication is not meant to be a replacement for students who are already prescribed an epinephrine auto-injector; please ensure your student carries their epinephrine auto-injector as prescribed. In the event the school stock supply of epinephrine is used, emergency services will be called and parent/guardian will be contacted.



## ILLNESS POLICY

### How Sick is too Sick?

Symptom	Student must be at home?
<b>Diarrhea</b> frequent, loose or watery stools compared to child's normal pattern: not caused by diet or medication	<b>Yes</b> -If your child looks or acts ill: if the child has diarrhea with a fever and/or vomiting. Make sure your sick child stays well hydrated. <i>Student can return when he/she has not had diarrhea during the last 24 hours.</i>
<b>Fever</b> Fever is the body's way of destroying the germs making it sick, and it's a common symptom of infections.	<b>Yes</b> - When fever > 100.0 is accompanied by other symptoms of illness, such as rash, sore throat, vomiting, headache, muscle aches, loss of appetite, etc. <i>Student can return when fever has been gone for 24 hours without medication and the child's appetite and energy level returned to normal.</i>
<b>Flu</b> The flu can be serious. Symptoms of the flu typically come on suddenly and can include: fever, chills, headache, body aches, sore throat, nausea, vomiting, dry cough	<b>Yes</b> - If your child has a fever > 100.0 or will be unable to participate in class. <i>Student can return when fever has been gone for 24 hours without medication and energy level has returned to normal.</i>
<b>Coughing</b> Severe, uncontrolled coughing or wheezing, rapid or difficulty breathing <u>Note:</u> Children with asthma may be cared for in school with a written health care plan and authorization for medication/treatment	<b>Yes</b> - Medical attention is necessary
<b>Mild Respiratory or Cold Symptoms</b> Stuffy nose with clear drainage, sneezing, mild cough	<b>No</b> - Child may attend school if able to participate in class.
<b>Rash</b>	<b>No</b> - Body rash without fever or other symptoms usually does not require student to remain at home <b>Yes</b> -Seek medical advice for rash with fever, open and weeping wounds, or quickly spreading rash
<b>Vomiting</b> Vomiting is another way for the body to rid itself of the germs making it sick and is usually caused by a stomach virus or infection.	<b>Yes</b> - Keep students home if they have vomited 2 or more times in the last 24 hours. <i>Student can return when he/she has not had vomiting during the last 24 hours.</i>
Illness	Student must be at home ?
<b>Pinkeye</b> (conjunctivitis) Symptoms of pinkeye include eye redness, itchiness, discharge that forms a crust during the night that may prevent your eye or eyes from opening in the morning	<b>Yes</b> - If given antibiotics, please keep at home until he/she has taken the antibiotics for at least 24 hours. If your health provider decides not to treat your child, a note is needed.



## When to Keep Students Home

*In most situations the school prefers students to come to school and if they become ill at school, the parent/guardian will be notified. However, here are a few guidelines to help parent/guardian in deciding when to keep your child home from school.* [References: Mayo Clinic Signs and symptoms, Denver Children's Hospital illness policy, and WebMD.](#)

## COUNSELING

School counseling services at Laurel Middle School include short-term individual and group counseling, consultation with parents, administrators, staff, and community agencies. Counselors are available to all LMS students who may refer themselves, or who may be referred by teachers, parents/guardians or others. School counseling services do not include long term therapy, and parents will be referred to outside licensed therapists if those services are necessary. Registration, scheduling, career exploration, standardized achievement testing, and conflict resolution are services of the counseling department.

## ACTIVITIES & SPORTS

### SPORTS

Laurel Middle School competes in an interscholastic athletic program. All seventh and eighth grade boys and girls meeting the eligibility requirements may participate.. Sixth graders may participate in cross country, softball and wrestling. There will be a no-cut program in athletics which will give all seventh and eighth grade students the opportunity to participate. Any student who is at least fifteen (15) years old on or before midnight August 31 may be declared eligible for participation in MHSAA contests by the Montana High School Board of Control. The student may be enrolled as a 7<sup>TH</sup> or 8<sup>th</sup> grader. The Montana high school for which the student will participate must file the request to the Board of Control for consideration. If you have questions regarding this rule, contact the district athletic director.

### EVENTS SPONSORED BY THE SCHOOL

Students at school sponsored events on or off the school campus shall be governed by school district rules and regulations and are subject to the authority of school district officials. A student's attendance at such events is conditional upon his/her observance of school rules and regulations. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the principal.

### EXPECTATIONS FOR SPORTS EQUIPMENT

During each athletic season, students will be provided with the equipment and uniforms necessary to participate in that sport. At the completion of each season, students will be expected to return the equipment to the coach or be expected to pay for the value to replace the equipment. It is the coach's responsibility to inventory what has been issued to make sure all items are returned at the end of the season. **The student will be prohibited from participation in the next athletic season(s) until the equipment has been returned or the fines have been paid in full.** The parents will also be notified immediately by the coach, and the school office will be notified that equipment is missing and a fine has been issued.

## ELIGIBILITY RULES

Montana High School Association Eligibility All rules and regulations of the Montana High School Association may be found in the MHSA Handbook for the current year. Below are summaries of the regulations dealt with most often.

**Enrollment/Attendance:** To be eligible to participate in an Association Contest, a student must be regularly enrolled in school, must be in regular attendance from the enrollment date, and received a passing grade in at least twenty periods of prepared classwork or its equivalent in the last previous semester, at the school where the student participates.

**Non-public or home school eligibility:** students who meet the requirements of MHSA policy 20-5-109 can participate in Laurel Public Schools extra-curricular activities with the following stipulations:

1) The same standards for participation must be met as those required of full-time students enrolled in the school (besides enrollment).

2) The same rules of the MHSA apply, including age, semesters, academics (see #3) and transfer. Only enrollment is waived.

3) The academic eligibility for extra-curricular participation for a student attending a non-public school must be attested by the head administrator of the non-public school. The academic eligibility for extra-curricular participation for students attending a home school must be attested in writing by the educator providing the student instruction with verification by the Laurel High School principal.

4) The student must live in the LPS attendance area in order to participate.

5) A home school or non-public school student who participates at LPS is not eligible to concurrently participate in the same sport/activity that he/she participates in at the member school in any other league (non-public or home school).

### Academic Policy

Students in grades 6<sup>TH</sup>, 7<sup>TH</sup>, and 8<sup>TH</sup> grade are eligible for all extra-curricular involvement including sports and clubs by meeting the following requirements:

- Students in grades 6, 7, and 8 are eligible for activities/sports if they are in regular attendance with no "Fs".
  - If they are not off the F list, by the end of the school day on Monday, they will not be allowed to participate in any games until the following grade check.
- Students on the ICU list will be required to go to the ICU Rescue Room daily for one half hour before school, during lunch, or after school until they are off the ICU list. With a note signed by the ICU Rescue Room staff, a student may be allowed into practice or a team meeting and is considered excused.
- Students on the ICU list on Wednesday will be required to go to the ICU Rescue Room from 2:30-3:45. With a note signed by the ICU Rescue Room staff, a student may be allowed into practice or a team meeting and is considered excused.
- All 6th, 7th, and 8th grade 4th quarter grades will carry over to determine eligibility for fall activities.
  - A grade check will occur 3 weeks into school to determine eligibility for the remainder of the fall sport season.
- All athletes must have a signed pledge form on file in the school office for each school year or they will not be eligible to participate in practices or games. A student will only have to sign one athletic pledge sheet for the school year.

- If Students get a major write up that results in ISS or OSS the student will not be able to participate in current week's games or events or the next game or event in the case there isn't one that week.
- After the second major write up that results in ISS or OSS the student will be removed from the team.
- The athlete needs to be able to participate in the practice the day before the game. In order for the student to participate in practice the student needs to be present in all classes.

### **Laurel Schools Eligibility**

All students meeting the eligibility requirements of the Montana High School Association and the local requirements of Laurel Middle School are eligible to compete in extra-curricular activities.

In general, students are eligible by meeting the following requirements and the Montana High School Association regulations, Laurel High School/Middle School student handbook, and student pledge:

1. Students are in regular attendance and are enrolled in and receiving a passing grade in all subjects, during each mid-term and quarter grading period. All class grades are computed for eligibility requirements.
2. 4 th quarter grades will carry over to determine eligibility for Fall Sports.
3. Students may apply to play a sport that misses the start of the season within **12** practice days. Transfers eligible for participation may start a sport at any reasonable time if the Admin Team agrees.

Ineligibility WILL affect playing time, may lead to missing games, or removal from the team.

### **Absences**

Students absent during the day and/or part of the day of an activity or practice will not be permitted to participate in that event. If a student is absent the afternoon before a weekend or holiday, they may be permitted to take part in the activity during that weekend or holiday with the consent of the parent/guardian, the administration, and the head coach or group advisor of the event. On overnight trips when the team leaves before a holiday, students who are absent on the day before may not be allowed to accompany the team. Approval for participation will be considered if the absence in question results from a previously scheduled medical/dental appointment, an appointment that satisfies the requirements of the law, attendance at a school related activity, or if the absence results from some family emergency as deemed excusable by the coaches and/or administration. A student will not be excused from assigned detention time or Saturday School for a practice or school activity. This policy does not apply to band and choir concerts as they are a required part of the curriculum.

Excused absences are not limited, but may result in less playing time or being removed from the team.

Absences will only be excused for the following reasons:

#### **Excused Absences**

- Sickness during the school day
- Family emergency/doctor's appointments (with note submitted to office)

- Academic reasons (i.e. getting help from a teacher/makeup work/test must have signed note)

#### **Unexcused absences**

- Haircut
- Babysitting
- Tardiness in classes (**10 minutes or later to any class**)

If you are going to be gone for family reasons please let a coach know at least 3 days ahead by sending a note signed by the parent/guardian.

Any student who is absent from any part of the school day cannot practice or participate in a game, unless they have doctor's appointments, school-related activities, or family emergencies.

If you are injured, you are still required to attend practice. It is important that you at least see the drills and procedure and hear any announcements.

On game days, if you are sick or have a family emergency, please get a hold of one of the coaches as soon as possible. So we know you are not going to be riding the bus or participating in the game.

- Any excused absence = potential decreased playing time
- One unexcused absence = missing the next game
- Two unexcused absences = removal from the team

### **MEDICAL RELEASE EXCUSES-PHYSICAL EDUCATION POLICY**

If a student has a parent or guardian excuse exempting him/her from P.E. because of illness, etc., then he/she will receive an excuse from the school office for one (1) day only. Any excuse beyond this time limit must come from a doctor. It is the parent's or guardian's responsibility to get this checked, and the excuse delivered to the proper personnel at the school.

Any student in grades 6 through 8 who has a medical release from a doctor will not participate in any physical education activity until the doctor supplies written permission for him/her to continue in the P.E. activity. It is the parent's or guardian's responsibility to obtain this written permission. The student will be required to satisfactorily complete written assignments or perform other non-participation activities as required by the teacher to earn a passing grade.

### **BEHAVIOR OR DISCIPLINE**

#### **MTSS- Multi-Tiered Systems of Support**

At Laurel Middle School an MTSS framework is used to provide targeted support to struggling students based on their individual needs. MTSS aims to ensure that all students receive appropriate academic and behavioral support, regardless of their needs.

Below is the behavioral matrix to support students in knowing the expectations for Laurel Middle School.



## *Laurel Middle School Be Locomotive Strong*



	School-wide (Library, Office)	Classroom	Hallway	Assemblies and Sporting Events	Bathroom	Recess	Cafeteria
Be a <b>L</b> earner	-Use a Level 0-1 voice -Be an active listener -Follow directions -Look at the adults when talking	-Use a Level 0-1 voice -Be willing to participate and answer questions -Listen attentively	-Use a Level 0-1 voice -Face forward when walking -Walk at ALL times -Be aware of others	-Voice level 0-3 -Walk at all times -Seated during event -Learn rules of the event. -Be aware of others -Read posted materials.	-Voice level 0-1 -Walk at all times -Quickly use facilities and return to class	-Line up quickly upon bell ringing -Faceforward in line -Stay in line when entering the building. -Try new activities -Learn rules of games	-Voice level 0-1 -Walk at all times -Stand in line -Wait patiently -Stay seated with feet on the floor. -Playground equipment stored away from eating area
Be <b>O</b> n task	-Be on time -Use kind words -Help and share with others.	-Be on time -Use kind words -Help and share with others.	-Use kind words -Help others	-Be on time -Use kind words -Help and share with others.	-Use kind words -Help others	-Use kind words -Help and share with others.	-Be on time -Use kind words -Help and share with others.
Be <b>C</b> aring	-Be honest -Follow directions -Be cooperative -Respect personal space	-Consider other opinions -Treat others as you want to be treated -Keep your hands and feet to yourself	-Keep your hands and feet to yourself -Respect other students and staff.	-Honor our guests -Respect personal space -Keep your hands and feet to yourself	-Respect others privacy -Keep your hands and feet to yourself	-Strive to make friends with others -Include others -Share equipment -Listen to and comply with adults -Keep your hands and feet to yourself	-Keep your hands and feet to yourself -Respect other students and staff -Wait patiently -Raise your hand for help
Be <b>O</b> riginal	-Go directly to your destination -Walk with a purpose. -Listen to teachers' directions -Be in the right place at the right time.	-Be on time -Come prepared -Follow directions -Complete class work -Do your personal best.	-Go directly to your destination -Walk with a purpose. -Listen to teachers' directions -Be in the right place at the right time.	-Restroom use at appropriate times. -Throw away all trash in the garbage cans -Clean up your eating area.	-Take care of business -Flush -Wash hands -Toss your trash -Keep it clean	-Take care of equipment -Follow directions -Resolve problems appropriately -Accept consequences	-Eat food carefully -Throw away all trash in the garbage cans -Clean up your eating area.
Be <b>S</b> afe	-Follow procedures -Alert teacher of concerns -Use materials appropriately Keep hands, feet, and other objects to self	-Follow procedures -Alert teacher of concerns -Use materials appropriately	-Walk on right and reasonable speed -Prevent traffic jams	-Follow procedures -Alert teacher of concerns -Use materials appropriately	-Follow procedures -Alert teacher of concerns -Use materials appropriately	-Be alert -Play by the rules -Be a good sport -Put litter in the garbage cans -Report problems to an adult	-Keep food in the commons -Seated at ALL times during eating time -Wait patiently for dismissal

### **BATHROOM EXPECTATIONS**

- Voice Level 0-1
- Walk at ALL times
- Flush
- Wash Hands
- Toss your trash in the garbage cans
- Quickly use facilities and Return to Class
- Use Kind Words
- Respect Privacy of others
- Keep your hands and feet to yourself
- Alert Teacher of concerns

### **HALLWAY EXPECTATIONS**

- Voice Level 0-1
- Walk at ALL times
- Face forward when walking
- Walk on the right side
- Be aware of others / Prevent traffic Jams
- Use Kind Words
- Respect and Help Others
- Keep your hands and feet to yourself
- Go directly to your destination
- Listen to LMS staff directions

### **RECESS EXPECTATIONS**

- Try new activities/games
- Learn rules of the games
- Use kind words
- Help and share with others
- Strive to make new friends
- Include everyone
- Listen and comply with LMS Staff
- Keep your hands and feet to yourself
- Take care of equipment
- Resolve problems appropriately
- Accept consequences
- Be a good sport
- Put litter in the garbage cans
- Use equipment properly
- Report problems to an adult

### **CLASSROOM EXPECTATIONS**

- Voice Level 0-1
- Be on time
- Come prepared
- Listen attentively
- Follow directions
- Be willing to participate and answer questions
- Use kind words
- Help and share with others
- Keep your hands and feet to yourself
- Consider other opinions
- Complete class work
- Do your personal best

- Use materials appropriately
- Alert Teachers of concerns

### **ASSEMBLY/SPORTING EVENT EXPECTATIONS**

- Voice level 0-3
- Walk at all times
- Seated during event
- Learn the rules of the event
- Be aware of others
- Read posted material
- Use Kind words
- Honor our guests
- Respect personal space
- Keep hands and feet to yourself
- Restroom use at appropriate times
- Throw all trash in the garbage cans
- Clean up your eating/sitting area
- Alert teachers of concerns
- Use materials appropriately

### **CAFETERIA Policy 8205**

#### **SCHOOL BREAKFAST/LUNCH PROGRAM**

Breakfast and lunch are served each day in the cafeteria. Good manners as well as good health habits are expected. Meal costs will be \$2.00 for Breakfast and \$3.50 for Lunch for all middle school students (Free and Reduced Meal Forms are available). If a student chooses a milk without the school entree, the student's account will be charged \$0.75. Any amount may be deposited into a student's lunch account. Money is carried over to the next school year unless a refund is requested.

***As stated in Board Policy #8205, "after an account has a negative balance of \$25.00, a phone call will be made to the parent to inform them that they are responsible for providing their child with a meal. No further meals will be served to the child until there is a positive balance in the meal account. The food service personnel and principal will monitor the student at meal periods to ensure the student is receiving a breakfast/lunch provided by the parent". Qualifying for free or reduced lunch also will qualify a family for free or reduced breakfast.***

#### **Paying for Lunch**

- Bring checks for meal accounts to the office in the morning before your first class in the building to be deposited in your personal account. Online payment is available. Any amount may be deposited into a student's lunch account. Parents are encouraged to

plan approximately \$70.00 per month for full priced meals, lunch only, and additional amounts if the student plans to eat breakfast and/or have extra milk. Make checks payable to LMS (Laurel Middle School) Lunch Program. The full amount of the check or currency will be deposited in the student's personal lunch account. It will not be possible to give change from currency or checks. If sending cash with your student, please send a note along verifying the amount you send with your child. No cash or check will be accepted in the lunch line.

- Money for extra milk or milk purchased to drink with a sack lunch must also be brought to the office in the morning before the first class to be deposited in your personal account. No cash will be paid in the lunch line.
- Charges will not be allowed on accounts showing a negative balance larger than \$25.00. Students will not be allowed to eat school lunch until the balance is paid. Students are expected to watch their account balance and notify parents or guardians when a deposit to their account is needed.
- Students on free or reduced lunch will not be allowed to charge extra milk unless money is deposited to their account to cover that cost.

### **Lunch Line Expectations**

- Students will enter the lunch line with their ID card.
- Once students enter the lunch line, if they leave for any reason, they must go to the end of the line.
- To help with efficiency, Students that do not have their student ID card will go back to the end of the lunch line.
- If a student loses their Student ID card, it is \$5.00 for a replacement card. Replacement cards may be purchased at the Middle School office.

### **Lunchroom Expectations**

- All students are expected to be orderly, neat, and considerate of others while eating in the cafeteria. A good general guideline is to always be respectful, responsible, and safe.
- Lunchroom Expectations
  - a. Being Safe in the lunch line with hands and feet in control.
  - b. Hot lunch students should actively enter the lunchline upon arriving at the cafeteria. Students that do not have their ID are asked to enter the back of the lunchline to help with the lunchline movement.
  - c. Cold lunch students should be seated at a table.
  - d. Voice Level 1 - Table Conversations
  - e. Seated at all times during eating time.
  - f. Keeping the eating area neat and tidy. Garbage belongs in the Garbage containers. All spills and messes cleaned up.
  - g. Safely keeping hands and feet in your personal space at the lunch table area.
  - h. All playground equipment needs to be stored safely under the table area.
  - i. All food items need to be stored safely on the table as flying objects can be a safety issue as well as a discipline consequence.
  - j. Quiet down to Voice Level 0 when prompted by an adult.
  - k. Lunch dismissal needs to be Voice Level 0 to hear for release instructions.



- l. Respectful and appropriate discussions among students as well as staff.
  - m. Follow all staff instructions.
  - n. All food/milk should be consumed or left in the lunchroom.
- Parents/guardians cannot eat lunch in the lunchroom with their student(s). However, parents/guardians can check their student out at the front office and take them off-campus during their lunch period.
  - No videoing, social media, or cell phone use.
  - Please refer to the Lunch Room Consequence Grid in the DISCIPLINE/CONSEQUENCE GRID section of the handbook.

### **Going Home for Lunch**

- Students who are excused to go home to eat at lunchtime must complete an off Campus Permission Form (including the home address), available at the school office. Students may only go to their address that is on file at the district office. Students are not allowed to go to another student's house or any other location. Students must also check off and onto the playground in the office. If a student is on ICU, parents may be contacted to get permission to keep the student on campus for extra help.
- Students wishing to go out to lunch may do so with their parents/guardians or with another adult with written permission from their parents/guardians. Phone calls will not be accepted for permission. Permission must be in writing. Parents/guardians may sign their students out in person to pick them up for lunch.

## **DRESS AND GENERAL APPEARANCE**

The personal appearance and dress of the students is left to the good taste and discretion of the individual student and his/her parents or guardians. Students are expected to be ladies and gentlemen in school and should dress accordingly. Occasionally, students select clothing that is distracting to the educational process. In these cases, the student must be asked to change. Below is a list of general dress appearance guidelines.

- Clothing needs to cover the entire buttocks or torso. No tube tops, half shirts, halters for example.
- Clothing can not expose the entire thigh, such as micro minis or short shorts.
- Clothing needs to be opaque and can not be see-through.
- No clothing or accessories which show profanity, obscene words or pictures, sexually suggestive statements, or incites to violence (this includes shirts and bracelets that say "Virginity Rocks!", "I love Boobs" for Breast Cancer Awareness).
- No clothing representing gang-related activities
- No bathing suits or cut-offs
- The wearing and carrying of tobacco promotional items, or items promoting controlled substances (drugs) and/or alcohol is prohibited.
- No clothing where undergarments are exposed (Thick bra strap slightly shows is ok,

spaghetti straps are not).

- No clothing that has text that is libelous, bullying, constitutes harassment or discrimination.
- Appropriate footwear, such as shoes and sandals must be worn at school and all functions. No shoes with rollers or the wheels need to be taken off while at school.
- Head coverings including but not limited to hats, hoods, and bandanas are not to be worn in the school building.
- No earbuds/earphones/listening devices.

**School administration reserves the right to determine appropriate dress.** Students in violation of the dress code will be asked to contact parents/guardians for a change of clothing. If parents/guardians are unable to provide a change of clothing, the student may be asked to change into clothing provided by the office.

## PUBLIC DISPLAYS OF AFFECTION (P. D. A.'S)

Students are naturally going to seek ways to show their friendship and affection at this age. The school expects that students will use good judgment and refrain from using “inappropriate” displays of affection.

**The administration and staff will make the determination as to what is “appropriate” or not.**

## CHEATING AND PLAGIARIZING

All students are advised and counseled to avoid cheating on a test, copying another student's composition or homework, and plagiarizing the ideas, words, or writings of another. Students who are determined to have cheated or plagiarized will be expected to redo the assignment on their own; documentation will be made. A second offense of cheating will result in a disciplinary referral, and appropriate consequence, and adequate completion of the assignment. Teachers are responsible for notifying parent/guardian of both incidents.

## ANTI-BULLYING POLICY

Laurel Middle School will strive to provide a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, cyber bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated. Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or the board. Individuals may also be referred to law enforcement officials.

Bullying behavior may include physical behavior but is also defined as excessive name calling, shunning, repeatedly making unkind remarks, and other harassing behaviors. Students and/or parents are encouraged to report bullying behaviors to the Principal or Assistant Principal immediately. All reports will be investigated promptly. Consequences will apply according to the grid in the discipline section of this handbook.

## TRANSPORTATION

Bus transportation is provided in accordance with the general policies and rules established by the school district. Students must conduct themselves properly, or they may be denied the privilege of transportation. This rule also applies to the activity bus while on school business to and from school.

sponsored activities. A written list of student, driver, and parent responsibilities will be provided to each bus student by the Transportation Office. Consequences will apply according to the grid in the discipline section of this handbook.

**Student responsibilities in accordance with Appendix B of the Transportation Handbook:**

1. Students shall board the bus in an orderly manner.
2. There shall be no pushing or scuffling while the bus is loading.
3. Upon entering the bus, students shall go immediately to a seat and sit down.
4. Students shall keep arms, hands, head, and all parts of the body inside the bus at all times-never out the window.
5. Students shall not throw objects out of the bus while it is standing still or moving.
6. Students shall keep books, packages, equipment, or other objects out of the aisles at all times. Articles shall either be placed under the seat or held in the lap of the student.
7. Talk shall be in conversational tone at all times. There shall be no shouting at passersby.
8. Scuffling, playing, or fighting on the bus may distract the driver and cause an accident. This may endanger the lives of the riders.
9. Students shall remain in seats at bus stops until the bus is completely stopped.
10. When it is necessary for a pupil to cross the road at a bus stop, the crossing should be made only in front of the bus after looking both ways to make sure no traffic is approaching from either direction and upon signal from the driver. The student shall cross TEN FEET in front of the bus.
11. Students shall follow directions given by the driver and/or his assistant.
12. Older pupils shall help look after the safety and comfort of other children, especially the smaller children.
13. Profanity, vulgarity, or indecent language will not be tolerated.
14. STUDENTS WILL BE ALLOWED ON OR OFF THE BUS ONLY AT THEIR DESIGNATED STOP UNLESS WRITTEN PERMISSION FROM PARENT/GUARDIAN, AND SIGNED BY BUILDING PRINCIPAL HAS BEEN RECEIVED BY THE BUS DRIVER AND THE TRANSPORTATION OFFICE HAS BEEN INFORMED.
15. No smoking, drugs, tobacco, and/or intoxicating liquor are allowed on the bus.
16. Only authorized students will be allowed to ride the bus, unless there is an emergency. AN EMERGENCY CONSISTS OF: DEATH AND ILLNESS IN THE FAMILY OR ROAD CONDITIONS. A REQUEST FOR PERMISSION WILL BE SIGNED BY PARENT/GUARDIAN AND PRINCIPALS INVOLVED. In emergency situations, requests by non-certified riders to ride the bus must have parental permission and be approved by the principal. The school office will notify the Transportation Office and the bus driver should be notified, and school will give the driver a copy of the medical form.
17. Students may be assigned seats by the driver. If there is any vandalism occurring to the assigned seat, the student who has been assigned that seat will be liable for the vandalism. It is highly recommended that seats be assigned.
18. Students should board the bus at their school only.

## RECESS BEHAVIOR

Students are expected to follow the LOCO's code at all times. The school's priority with outside play is to maintain a safe atmosphere for all students. Students are expected to adhere to the following guidelines.

- Students must always be Respectful, Responsible, and Safe
- Students must remain within the supervised area.
- Students must be respectful and kind to others.
- Rough housing, tackling, shoving, throwing snowballs, etc will not be permitted.
- In order to keep a clean and safe playground students will not be permitted to have any food or drinks outside. If a student has food or drinks they will be asked to dispose of it immediately.
- Areas such as ponds, ditches and bike racks are off limits.
- Phones or other electronic devices are not permitted.
- Students must be respectful of school equipment, property and playground equipment.
- Recess will be held inside when the temperature drops below zero including windchill.

This list is not all inclusive. Students must obey all safety rules as deemed appropriate by school personnel.

Students caught in violation will first be given a verbal warning to stop. The grid below is after verbal warning has been given.

## DISCIPLINE STEP PROGRAM

State law gives the school a responsibility for student behavior, not only in the school building, but at any school activity, in school buses and on the way to and from school. So remember, if the student breaks any rules at a school activity or gets into a fight on the way home, he/she is still subject to school rules and regulations.

In order for a student to learn and a teacher to instruct, there must be an atmosphere in the school that is conducive to learning. Behavior that interrupts or disturbs this orderly environment cannot be tolerated and must be dealt with promptly, firmly, fairly, and consistently.

Teachers will assign consequences within their classroom for inappropriate behavior. See Level One of the consequence grid for classroom level consequences. Students who are required to stay after school may have one day to make transportation with no penalty. When a student's behavior requires administrative attention, a disciplinary referral will be made to the school office. The teacher may request a specific alternative discipline other than a step.

It is the intent of the Laurel Middle School administration to support the teachers in the areas of classroom behavior and student discipline. In order to make this effort successful, we feel that it is essential for the students, teachers, and parents or guardians to become familiar with the STEP program for discipline.

The STEP system approach to school discipline is based on the belief that students must be responsible for all of their actions while in attendance at school. When students are referred to the administration for a violation of school rules, the administrator bases the resulting consequences on how many times the student has been sent to the office during the current school year. A student that consistently disrupts the learning environment needs to receive more severe consequences

than the first-time offender. The consequences are ascending in nature of severity. This ladder of ascending consequences applies to all violations of school rules, with the exception of severe inappropriate behaviors. These severe behaviors include alcohol and other drugs, assault, the use of obscene language toward any faculty or staff member, etc. Exceptions automatically result in immediate severe consequences such as suspension or a recommendation to expel. The administrator may recommend expulsion before a student reaches the expulsion hearing step when:

- A. The student has received multiple disciplinary reports in different behavioral categories, and
- B. The administration determines the student is creating a serious disruption to the learning environment and structure of the school.

In level one discipline grid, the STEP program provides students with the opportunity to redeem themselves and move backward on the ascending ladder of consequences. If a student is not referred to the school office for disciplinary reason for forty-five (45) school days, he/she will move one (1) STEP backward on the level one discipline grid. This allows each student to “wipe” their disciplinary slate “clean” should they so choose. The administration may enter into an individualized behavioral contract with a student and his/her parents or guardians if necessary.

On the following pages of this handbook, the student rights, the disciplinary STEPs, and the exceptions are spelled out. It is extremely important that students, teachers, and parents or guardians become familiar with each of these areas.

## DETENTION AREA

A detention area has been set aside for all in-school suspensions. A student may be placed in the detention room for any reason deemed necessary by the administration. The detention room will be used to isolate individuals whose behavior is not conducive to the learning environment. A student referred to the school office by any faculty or staff member may not be sent back to class that particular period. Instead, the administrator will place him/her in the detention room for the remainder of that period and assign the student to the appropriate disciplinary STEP. The detention room will be monitored by a staff member and will be a silent study hall. The teacher will send work to the detention room.

## RULES OF THE DETENTION AREA

1. Students will be expected to work quietly and independently.
2. Students will be expected to work on school work.
3. Students will be allowed to go to the library.
4. Food and drink will not be permitted.
5. Music and other electronic devices will not be permitted.
6. Disruptive behavior, sleeping, and note writing will not be permitted.

**NO WARNINGS** will be given. Failure to comply with these rules will result in the student being placed at the next appropriate STEP as assigned by the administrator.

## DISCIPLINE FORMS

- **BEHAVIORAL ACADEMIES**

Behavioral Academies are used with students to teach and practice new ways to appropriately respond to negative behaviors so that the student(s) would not repeat the negative behavior in the future. Academies run between 4 to 6 weeks and students will be taught at least one replacement type behavior to help them demonstrate the life skill, and

most importantly, add additional tools to their inner toolkits. Academy topics include Hands Off academy, Check-In-Check-Out Academy, Civility Academy, Organizational SKills Academy, Social Skills Academy, Upstander Academy, Motivation Academy, and Emotional Regulation Academy (etc.).

- **DETENTION TIME**

Detention time is to be used as a study hall. It is not to be used for eating, sleeping, or as a social time for visiting. It is to be used for study. If students do not come prepared to study, assignments will be provided for them. Any student who has violated the detention rules will receive no credit for the detention time served. Detention time will be served after school. No student will be excused from detention to participate in any school practice or activity, to go to work, or ride the bus. If the student fails to arrive for detention time, the time will be doubled. **“Teachers may also have their own policies and can assign detention to be served in their classrooms.”**

- **SATURDAY SCHOOL**

The Saturday Detention program is designed as an alternative to short-term suspension and as a positive approach to dealing with students who do not comply with school policies. No instruction is involved but school work is encouraged. Saturday School will be served at Laurel Middle School from 8:00am through 12:00 noon on most Saturdays during the school year. Parents will be notified prior to student placement in Saturday School. Like detentions, Saturday School will take precedence over school activities and student jobs. Failure to attend Saturday School will result in one (1) day Out of School Suspension the following Tuesday or one day after a conference with the assistant principal or principal. Students are expected to be on time and to remain for the duration of the assigned detention. Supervisors will assign each student a seat and full cooperation is expected for the entire detention period. If a student fails to meet these obligations, Saturday Detention will be reassigned, doubled, or suspension may occur.

- **SUSPENSION**

Suspensions are assigned according to the STEP Discipline/Consequence Grid. A suspension may be an in-school or an out-of-school placement. Students are not allowed on school grounds at any time during an out-of-school suspension. Students are not allowed to participate in any school activities on the day of any suspension with the exception of performing in choir and band concerts as these performances are a required part of the curriculum. Students are provided with missed class work during all suspensions and are required to make up that work for credit. In special cases the principal may request an extension of suspension from the Superintendent of Schools or his/her designee.

- **EMERGENCY SUSPENSION**

A student may be immediately removed from school without prior use of the due process procedures if the student's presence in school poses a continuing danger to person or property, or an ongoing threat or disruption of the academic process.

- **LONG TERM SUSPENSION OR EXPULSION FROM SCHOOL**

A student may be expelled only by the Board of Trustees. If the violation of school regulations is of a serious enough nature, the student will be sent home after the parents/guardians, or persons in charge have been notified of the intent to expel. The parents/guardians, or persons in charge and the student may request a hearing with the principal and Superintendent of Schools, or his/her designee. If the student is not reinstated after the hearing with the principal and the Superintendent of Schools, or his/her designee, the principal will request in writing to the Board of Trustees, through the Superintendent of Schools, that the student be expelled. A copy of the letter requesting expulsion of the student will be sent to the parents/guardians, or persons in charge may request a hearing at the next regularly scheduled meeting of the Board of Trustees. The Board, after the hearing with the student and parents/guardians, or persons in charge, will act upon the request of the principal to expel. If a hearing is not requested and a letter requesting a student expulsion is presented to the Board, the Board will act upon the request.

## **Student Code of Conduct**

Our mission: The Laurel School District is dedicated to the individual development of each student every day, without exception.

This Code of Conduct outlines the expectations for student behavior in our school community and provides a framework for a positive and productive educational experience.

### **Respect:**

- Treat everyone in the school community – peers, staff, and visitors – with respect, kindness, and dignity.
- Creating a supportive and respectful environment is our priority. We encourage kindness and positive interactions. Let's work together to promote a community where everyone feels safe and valued.
- Safety is a priority; therefore, physically aggressive behavior will not be tolerated. This includes, but is not limited to, disrespecting personal space, inappropriate physical contact (hitting, spitting, kicking, pushing, grabbing, etc.).
- Actively listening and respecting others is encouraged at Laurel Public Schools. Being open minded, showing empathy, and understanding differences are part of our culture.
- Use appropriate language at all times. Derogatory, discriminatory, or harmful language is unacceptable.
- Respect personal space and the property of others. Keep hands, feet, body, and objects to yourself. Respect the belongings of others.

### **Academic Integrity:**

- Academic excellence and honesty are important at Laurel Public Schools. Submit your own work.
- Complete all assignments to the best of your ability and on time.
- Seek help from teachers or peers if you are struggling with your work.

Attendance and Punctuality:

- Attend school regularly and arrive at class on time.
- Upon return to school, it is the responsibility of the student to complete work missed.

Safety and Security:

- Follow all school rules and safety procedures.
- Follow the directions of all school staff.
- Report any concerns regarding safety, including bullying/intimidation, threats, or possession of prohibited items to a teacher or administrator immediately.
- Possession of weapons (including facsimile weapons), drugs, alcohol, or any illegal substances is strictly forbidden on school grounds.

Use of Technology:

- Use technology resources and internet access responsibly for educational purposes only.
- Keep your information and the information of others private.
- Always have a person's permission to record, photograph, or share.
- Cyberbullying or using technology to harm others is unacceptable.

Dress Code:

- Dress in a manner that is appropriate for a learning environment.
- Follow all dress codes as addressed in each student handbook.



### TARDY POLICY AND GRID

OFFENSE-# OF OCCURRENCES	1 (3 <sup>RD</sup> Tardy)	2 (4 <sup>TH</sup> Tardy)	(5 <sup>TH</sup> or more/quarter)
Tardies in excess of 2 in one class in one quarter	Teacher intervention	Teacher intervention and parent phone call	Wednesday detention or 4 hours of Saturday school Parent Contact

**TRUANCY POLICY AND GRID** Parents will be notified of all disciplinary actions taken by administrators of Laurel Middle School.

OFFENSE-# OF OCCURRENCES	1	2	3	4
Attendance Policy Violation (MT Code 1200)	1 hour of Saturday school for each hour of absence	1 day ISS plus required parent conference with administrator and staff to develop a behavioral plan	Wednesday detention or 4 hours of Saturday school	Up to 10 days OSS pending long-term suspension/expulsion hearing

### TOBACCO POLICY

All Laurel School District property is hereby declared tobacco-free for all students. Use or possession of tobacco products by minors is both against the law and district policy. No use or possession of tobacco will be permitted on/in Laurel School District grounds or facilities. Limitations or prohibitions on tobacco use are applicable during **all** hours. Students in possession of tobacco products, lighters, matches, or related items will be disciplined according to the **Discipline/Consequence Grid: Level IV.**

### LMS BULLYING CONSEQUENCE GRID

OFFENSE	1	2	3
Bullying behavior (see handbook definition under that anti-bullying section of LMS Student Handbook)	Official Warning issued with parental notification and 4 hours of Saturday School	1 day ISS; Parent meeting may be required to develop a behavior plan	1 day OSS with further offenses moved to harassment/intimidation level 3 offenses on Discipline grid

### LUNCH MISBEHAVIOR CONSEQUENCE GRID

OFFENSE	1	2	3
Throwing Food	food and trash off the floor	1-2 lunch suspension	3-5 lunch suspension
Pushing or Cutting in Line	Go last in line	1-2 lunch suspension	3-5 day suspension
Loud, disruptive, or disrespectful behavior	Warning	Preferential Seating in lunchroom for one full week. Parent Contact	1-2 day lunch suspension Parent Contact
Social Media/Videeing	Follow Cell Phone Grid		

The administration reserves the right for repeat offenders to move to step 2 or 3 on the grid depending on frequency and severity.

### PERSONAL ELECTRONIC DEVICE GRID

OFFENSE # OCCURRENCES	1	2	3	4+
Cell Phone use violation	Teacher takes device. Student gets it back end of class.	Device goes to office. Phone call to parents. Student gets it at the end of the day.	Device goes to office. Parent contact and parent needs to pick up device.	Device goes to office. Parent contact, parent picks up device, student needs to check in device to office for 9 weeks.

### AUTOMATIC SATURDAY SCHOOL OFFENSES

- Offenses involving student safety (i.e. throwing rocks, rough play, or snowballs) will result in an automatic consequence of four hours of Saturday School.
- Disrespect for or a lack of cooperation with a substitute teacher or an aide during lunch hour will result in a consequence that can result in up to four hours of Saturday School.

### TRANSPORTATION CONSEQUENCE GRID

**Level 1 (Steps repeat if student is not referred for 45 calendar days)**

OFFENSE # OF OCCURRENCES	1	2	3	4	5
Disruptive behavior including inappropriate interaction with students, talking loudly	Warning including discipline and referral and parent/guardian contact	3 day suspension from the bus	5 day suspension from the bus	10 day suspension from the bus	Loss of privilege to ride the bus
Inappropriate behavior					
Boarding or disembarking improperly					
Lack of cooperation with bus driver					
Rude, inappropriate language					
Possession of inappropriate materials					
Moving or seating improperly while the bus is in motion including being out of assigned seat					
Body parts or other objects outside the windows					
Throwing objects					
Blocking aisles with books or other objects					
Crossing improperly					
Cell phone violation					
		Parent Contact	Parent Contact	Parent Contact	Parent Contact

**Level II** Parents will be notified of all disciplinary actions taken by administrators of Laurel Middle School.

OFFENSE # OF OCCURRENCES	1	2
Fighting or non-mutual physical aggression; verbal or physical peer conflict	10 day suspension from the bus	Loss of privilege to ride the bus
Harassment/intimidation		
Flagrant, vulgar, deliberate misbehavior, racial or gender slurs; misbehavior on a field trip		
Gross disrespect of faculty/staff		

**Level III** Parents will be notified of all disciplinary actions taken by administrators of Laurel Middle School.

OFFENSE # OF OCCURRENCES	1
Open and persistent defiance/profane insubordination	Loss of privilege to ride the bus
Indecent exposure of self or others	
Use or possession of alcohol, other illegal drugs, look alike drugs, or drug paraphernalia on school grounds or at school activities	
Threatening behavior (written, verbal, or physical)	
Possessions of inappropriate or dangerous materials	

**LMS Administrators have the authority to place students on the grid according to offenses not specifically listed. This grid is a guide and not designed to be all-inclusive.**

### RECESS CONSEQUENCE GRID

OFFENSE # OCCURRENCES	1	2	3	4
	Sit on the wall for 10 minutes with no friends.	1-2 Days of lunch detention. Parent contact	3-5 Days of lunch detention. Parent contact and conference.	Saturday School

### DISCIPLINE/CONSEQUENCE GRID

**LEVEL I (STUDENTS MOVE BACK ONE STEP IF THEY ARE NOT REFERRED FOR 45 calendar days) PST=Problem Solving Team**

**Depending on severity of offense steps may be expedited to a more severe consequence**

OFFENSE # OF OCCURRENCES	Classroom level	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense	6 <sup>th</sup> Offense	7 <sup>th</sup> Offense	8 <sup>th</sup> Offense	9 <sup>th</sup> Offense	10 <sup>th</sup> Offense
Classroom/ Assembly Disruption	<b>1<sup>st</sup> offense:</b> Mini-conference Student Conference I.C. Contact Log	1 hour of after school detention	2 hours of after-school detention Saturday School	4 hours of Saturday school	1 day ISS or OSS determined by Administrator	2 days ISS or OSS plus determined by Administrator	4 days ISS or OSS Administrator Conference with student and parent	10 days OSS pending long-term suspension or expulsion hearing
Inappropriate behavior and peer interactions		Student Conference	Administrator Conference with student	Administrator Conference with student	Administrator Conference with student	Administrator Conference with student	Discipline Referral Return to PST	Discipline Referral
Selling and distribution of any goods or services that have not been approved by administration	<b>2<sup>nd</sup> offense:</b> Student Conference Parent Contact I.C. Contact Log	Student Conference with student	Parent Conference	Parent Conference with Administrator Return to PST	Parent Conference with student	Parent Conference with administrator and staff to develop behavioral plan	Discipline Referral Return to PST	Parent Contact I.C. Contact Log
Lack of cooperation or disrespect with teacher/staff		Discipline Referral	Parent Conference	Discipline Referral	Parent Conference with Administrator	Discipline Referral	Parent Contact I.C. Contact Log	
Rude, inappropriate language	<b>3<sup>rd</sup> offense:</b> 30 minute lunch or after detention with the teacher	Parent Contact I.C. Contact Log	Discipline Referral	Parent Contact	Return to PST	Return to PST	Parent Contact I.C. Contact Log	
Possession of inappropriate materials			Return to PST		Discipline Referral	Parent Contact		

OFFENSE-# OF OCCURRENCES	Classroom level	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense	6 <sup>th</sup> Offense	7 <sup>th</sup> Offense	8 <sup>th</sup> Offense	9 <sup>th</sup> Offense	10 <sup>th</sup> Offense
Cheating-2 <sup>nd</sup> offense	Student Conference and contact parent		Parent Contact I.C. Contact Log	I.C. Contact Log	Parent Contact I.C. Contact Log	I.C. Contact Log		

**Level II** Parents will be notified of all disciplinary actions taken by administrators of Laurel Middle School. PST=Problem Solving Team

OFFENSE-# OF OCCURRENCES	1	2	3	4	5	6
Filing a false report/ Forgery (MT Code 9000)	½ day ISS	1 day ISS or OSS	2 days ISS or OSS Referral to PST	3 days ISS or OSS Return to PST	4 days ISS or OSS Return to PST	5 days ISS or OSS with possibility of long-term OSS
Videotaping or Instigating a fight (Videotaping will also fall under cell phone violation) Use of Cell Phone in Bathroom or Locker Rooms. (MT Code 1500)						

**Level III** Parents will be notified of all disciplinary actions taken by administrators of Laurel Middle School. PST=Problem Solving Team

OFFENSE-# OF OCCURRENCES	1	2	3	4
Fighting or non-mutual physical aggression (MT Code 1700- Mutual Aggression; MT Code 2500 Physical Altercation Minor)	1 day OSS/ ISS	1-3 days OSS/ISS plus required parent conference with administrator Referral to PST	3-5 days OSS/ISS Return to PST	Long-term OSS pending suspension/expulsion hearing
Harassment (including sexual harassment which could include a Title IX investigation) (MT Code 1800-Harassment Non sexual; MT Code-2800 Sexual Battery )				
Flagrant, vulgar, deliberate misbehavior; racial or gender slur (which could include a Title IX investigation); misbehavior on a field trip (MT Code 2400 Obscene Behavior)				
Gross disrespect of faculty/staff Disorderly Conduct (MT Code 1500)				
Insubordination/Disobedience; (MT Code 2200)				

**Level IV** Parents will be notified of all disciplinary actions taken by administrators of Laurel Middle School. PST=Problem Solving Team

OFFENSE-# OF OCCURRENCES	1	2	3
Other sexual Offenses (MT Code 2900)	1-3 days OSS/ISS Referral to PST	3-5 days OSS/ISS Return to PST	Long-term OSS pending suspension/expulsion
Felony theft/vandalism/restitution/Trespassing (Theft MT Code 3100, Vandalism MT Code 3500; MT Code 1100-Arson; MT Code 1400-Breaking And Entering/Burglary; MT Code 3400 Trespassing)			
Robbery (involving physical harm)- (MT Code 2600)			
Threatening/Intimidating Behavior (written, verbal, or physical) (MT Code 3200)			

Possession of inappropriate or dangerous materials (MT Code 97)			
Tobacco Policy and Vaping Device Violation- Law Enforcement will be notified. Additional consequences may apply for students involved in activities (MT Code 3300)			

**Level V** Parents will be notified of all disciplinary actions taken by administrators of Laurel Middle School.

OFFENSE # OF OCCURRENCES	1	2
Use or possession of alcohol, other illegal drugs, look alike drugs, or drug paraphernalia on school grounds or at school activities (MT Code 1600-Drugs; MT Code 1000 - Alcohol)	5 days OSS Safety Plan	Long-term OSS pending expulsion hearing
False alarm/tampering with fire protection systems (MT Code 2700)		

**Level VI** Parents will be notified of all disciplinary actions taken by administrators of Laurel Middle School.

OFFENSE # OF OCCURRENCES	1
Possession or use of firearms, dangerous weapons, or explosives (MT Code 96; MT Code 11 - Handgun; MT Code 20- Knife; MT Code 12- Shotgun/Rifle; MT Code 13- Other firearms)	Long-term OSS pending expulsion hearing. Legal authorities will be contacted. Safety Plan
Use or possession of alcohol, other illegal drugs, look alike drugs, or drug paraphernalia with the intent to distribute. (MT Code 1000 - Alcohol; MT Code 1600 - Drugs)	
Aggravated assault - Student that purposely or knowingly causes bodily injury to another; or purposely or knowingly causes reasonable apprehension of bodily injury to another. (MT Code 1300)	
Homicide (MT Code 2000)	
Kidnapping (MT Code 2300)	

**LMS Administrators have the authority to define behaviors and place students on the grid according to offenses not specifically listed. This grid is a guide and is not designed to be all-inclusive. Depending on severity of offense steps may be expedited to a more severe consequence.**

## BEHAVIORAL DEFINITIONS

**Level I** Parents will be notified of all disciplinary actions taken by administrators of Laurel Middle School.

Classroom/ Assembly disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior
Inappropriate language	Student engages in low-intensity instance of inappropriate language.
Lack of Cooperation or disrespect with a teacher or staff	Student engages in brief or low-intensity failure to respond to adult requests
Possession of inappropriate materials	Student is found in possession of a non-serious but inappropriate materials (laser pen, shocking toys)
Cheating	Student claims another's work as their own
Inappropriate Behavior	Student engages in problem behavior not listed (misuse of property, failure to observe safety rules (Including leaving classroom without a pass), non-serious, but inappropriate physical contact)

**Level II** Parents will be notified of all disciplinary actions taken by administrators of Laurel Middle School.

Filing a false report/ forgery	Student files a report that is purposely not true and inaccurate
Videoring or Instigating a fight	By videoring a fight you are promoting the fight. Any action that is promoting a fight to happen instead of using mature ways of handling conflict.

**Level III** Parents will be notified of all disciplinary actions taken by administrators of Laurel Middle School.

Fighting Mutual	Student is involved in mutual participation in an incident involving physical violence
Harassment Non sexual or sexual	Student delivers disrespectful messages* (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Can include sexual harassment. *Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.
Flagrant, vulgar, deliberate misbehavior, racial or gender slurs; misbehavior on a field trip	Student engages in problem behavior of a serious nature; Student makes a comment that is considered a racial or gender slur; Student misbehaves on a field trip
Gross disrespect of faculty/staff	Student engages in refusal to follow directions, yells and/or delivers socially rude interactions to staff member, including cussing, name calling, or any other inappropriate thing directed specifically at a staff member

**Level IV** Parents will be notified of all disciplinary actions taken by administrators of Laurel Middle School.

Other Sexual Offense	Student exposes body parts of self or others that are inappropriate to expose or any other sexual in nature gesture.
Felony theft/vandalism, restitution required	Student is in possession of, having passed on, or being responsible for removing someone else's property/Student participates in an activity that results in destruction or disfigurement of property
Threat/ Intimidation (written, verbal, or physical)	Student threatens to seriously harm another
Possession of inappropriate or dangerous materials	Student is found in possession of serious, inappropriate materials or potentially harmful materials
Tobacco Policy and Vaping Device Violation- Law Enforcement will be notified. Additional consequences may apply for students involved in activities	Students that are found in possession with vaping or tobacco products.

Parents will be notified of all disciplinary actions taken by administrators of Laurel Middle School. Notification of after-school detentions will be by telephone or email. Notification of in-school and out-of-school suspensions will be by telephone and letter/email. Transportation arrangements to and/or from detentions or Saturday School will be the responsibility of the parent/guardian. Discipline records will be kept strictly confidential. Only disciplinary action for your child will be shared with you.

## ADDITIONAL DISTRICT POLICY INTERPRETATIONS AND DEFINITIONS

1. Reporting an incident to Local Law Enforcement: If in the determination of the investigating administrator, an offense is serious enough and is a violation of state or local laws, he/she will contact local authorities. In such cases, the school reserves the right to conduct its own investigation and take such appropriate action that may be indicated under the discipline code.
2. Video/Audio Surveillance: The Board authorizes the use of video cameras on district property or on district buses to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. Students or staff in violation of board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

## STUDENT RIGHTS

Before discipline is invoked, the student shall be given an opportunity to present his/her version of the situation. If, however, a student's presence in the school is dangerous or disruptive, the student can be sent home immediately. Procedures for immediate suspension are as follows:

1. The principal will notify the parents or guardians that the student is being suspended.
2. The principal will arrange a conference with the student and the parents or guardians at a time to be determined by the principal to discuss the terms of the suspensions and conditions for reinstatement.
3. The principal should recommend to the Superintendent to reinstate the student or to recommend to the Board of Trustees that he/she be expelled from school.

If any student or his/her parent/guardian is aggrieved by any disciplinary action, then he/she will have the right to make a formal protest by following the Uniform Complaint Procedure in Policy 1700.

**APPEAL PROCESS Policy 1700**

Parents or guardians may appeal a disciplinary action by contacting the assistant principal or principal requesting an appeal. The assigned discipline will be suspended pending the outcome of the appeal. A disciplinary appeal will involve a reassessment of the circumstances of the incident and a determination of whether the discipline assigned was appropriate or not. The progression of appeal begins with either the assistant principal or the principal and then if necessary proceeds to the district superintendent and then the school board.